

Churchstanton School

Lockdown Policy & Procedures



Approved by the Governing Body of Churchstanton School

Chair of Governors

Date

Proposed Date of Future Review.....

Lock Down Policy and Procedures School Vision

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing the intruder alert alarm. This alarm can be activated by any of the personal alarms kept in individual classrooms and in the school office. On activation the main bell will ring. Police are automatically called.

Procedures: Follow the CLOSE procedure:

C - Close all windows and doors

L - Lock up - Stay away from windows

O - Out of sight - Hedgehogs and Squirrel Class should stay at the far side of the huts away from the accessible windows. Minimise movement

S - Stay still and silent

E - Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.

2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed /locked and screened where possible. Children are to be positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are to be put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
4. If practicable staff should notify the front Reception by phone if there are any children not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by Head or Senior Teacher that there is an all clear.
7. As soon as possible after the lockdown teachers are to return to their classrooms and conduct a register. They must notify the Reception immediately of any pupils not accounted for.

Staff Roles

1. The School Administrator is to ensure that the office is locked and police called if necessary.
2. The Head Teacher or member of staff in the old building is to lock the school's front doors and entrances.
3. Individual teachers/ LSAs are to lock and close the classroom door(s) and windows. The nearest adult is to check exit doors.

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network

Parents will be told the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drills

Practices will take place at least once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.