



## **Chapel St Leonards Primary School**

### **Lock Down Policy and Procedures**

#### **Rationale**

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning 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 procedure 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 persons' intent on causing harm/damage.

#### **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place immediately on hearing the Lockdown alarm being activated in the classrooms and corridors.

#### **Lockdown procedures**

Follow the CLOSE procedure

- **C**lose all windows and doors
  - **L**ock up
  - **O**ut of sight and minimise movement
  - **S**tay silent and avoid drawing attention
  - **E**ndure. 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 if they are outside.
  2. The children will remain in the room or hall they are in and the staff will ensure that windows and doors are closed and blinds are closed where possible and children are positioned away from possible sightlines from external windows and doors. Lights, interactive whiteboards or panels and computer monitors are to be turned off. Mobile phones are put on silent mode.
  3. Children, adults (eg volunteers) or staff not in class for any reason will proceed to the nearest possible classroom and remain with that class and class teacher. Children using the toilets when lockdown is engaged should go to the nearest classroom.
  4. Individual teachers/HLTAs/TAs lock and close classroom doors and windows. Year 4 adult to close cloakroom doors and check toilets, Year 5 adult to close cloakroom doors and check toilets, Year 6 adult to close cloakroom doors and check toilets, Year 2 adult to check Key Stage 1 toilets.

5. No adult or child to leave the classroom for any reason whilst in lockdown
6. Staff on PPA to lockdown in the staffroom; remaining quiet with no kettles on.
7. Catering staff to close the shutter to the kitchen and turn lights off and stay in the fridge/freezer area.
8. If practicable staff should notify the School Office by email that they have entered lockdown and identify those children who are not accounted for yet and any extra children who are now in lockdown in their classroom with them.
9. NO ONE SHOULD MOVE ABOUT THE SCHOOL
10. Staff to support children in keeping calm and quiet.
11. Staff to remain in lockdown positions until informed by key staff (eg Headteacher) in person that there is an 'all clear'
12. As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the School Office immediately of any pupils not accounted for.

### **Staff Roles**

1. Headteacher (or Deputy Headteacher) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Lockdown manager will call the police, local authority and CIT.
3. If a class is out of school (trip, visit) the School Office will call the class teacher and inform them that school is in lockdown. Advice will be given as to when it is safe to return to school.
4. Individual teachers/HLTAs/TAs lock and close classroom doors and windows. Year 4 adult to close cloakroom doors and check toilets, Year 5 adult to close cloakroom doors and check toilets, Year 6 adult to close cloakroom doors and check toilets, Year 2 adult to check Key Stage 1 toilets.
5. Teachers will keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
6. Do not allow anyone out of the class during a lockdown under any circumstances.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via text message through the school communication system.

Parents will be told:

*"Chapel St Leonards Primary School is in a full lockdown situation. During this period the phones must not be used 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 the school or the emergency services

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

### **Lockdown drills**

Lockdown practices will take place at least once a year to ensure that 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**

The local governing body reviews this policy every three years. The governors, may, however review the policy earlier than this if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.