



St Alban's RC Primary School

Lockdown Policy

Date	Review Date	School Lead	Nominated Governor
October 2019	October 2020	Martin Smith	Julie Bell

All schools should consider the need for robust and tested school lock down procedures. Lock down 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 environment whilst ensuring the safety of all pupils and staff. 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This can then be communicated to staff and pupils.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing **3x10 second bursts of the school bell** from Admin Staff, followed by a verbal message via classroom telephones from the Head teacher, Assistant Head teacher or Admin Staff.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- Group call - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

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



St Alban's RC Primary School

- **Endure.** Be aware you may be in lock down for some time
 - The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
 - At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
 - Children, adults (e.g. volunteers, readers etc.) 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.
 - Any adult present to close classroom door(s) and windows. Early Years adults to make sure Nursery and Reception doors are locked and check toilets. Year 1 adult to close cloakroom door/check toilets, Year 2 adult to close cloakroom door/check toilets, Year 4 adult to close cloakroom door/check toilets. Admin Staff to check staff/visitor toilets, hall and gym then return to office.
 - No adult or child to leave the room for any reason whilst in lock down.
 - Staff on PPA to go to nearest available room.
 - Catering Staff to close the shutter to kitchen and turn off lights and go to the office.
 - If practicable staff should notify the Admin Staff by class telephone or mobile via that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

No one should move about the school

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.

As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Evacuation

If someone is taken hostage on the premises, the school will seek to evacuate the rest of site. If it is necessary to evacuate the school building, a continuous ring of the evacuation alarm will be sounded.

Evacuation should take place at Sir Charles Parsons School.

Staff Roles

- Head teacher (or Business Manager in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Head or School Business Manager to call police and Local Authority if necessary.



St Alban's RC Primary School

- If a class is out of school e.g. at the leisure Centre, church or on a trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
- Any adult present to close classroom door(s) and windows. Early Years adults to make sure Nursery and Reception doors are locked and check toilets. Year 1 adult to close cloakroom door/check toilets, Year 2 adult to close cloakroom door/check toilets, Year 4 adult to close cloakroom door/check toilets. Admin Staff to check staff/visitor toilets, hall and gym then return to office.
- Teachers will (as best they can) 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.
- Do not allow anyone out of the classroom 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 through our Parent Mail communication system.

Parents will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used 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 lock down.

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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents 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.

Headteacher:		Date:	
Chair of Governing Body:		Date:	