



THE WESTON FEDERATION

Lockdown Policy and Procedure

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, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised persons' intent in causing harm/damage or environmental reasons e.g. nearby chemical spillage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately through the use of:

- One Continuous airhorn sound at the Junior site
- One continuous airhorn at the Infant Site
- Two way radio between school staff (code word **LUCIFER**)

Procedures

Follow the **CLOSE** procedures

Close all doors, windows and blinds

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

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

1. The above signal will activate a process of ushering children from outside the building into the school. Staff to ensure that all external doors are locked, once all pupils are inside.
2. Staff will ensure that children in classrooms are positioned away from possible sightlines of external doors/windows. 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. Staff to support children in keeping calm and quiet.
5. Roll call should be taken to identify any children not accounted for

MOVEMENT AROUND THE SCHOOL SHOULD BE KEPT TO A MINIMUM

6. Staff to remain in lockdown positions (See Lockdown Plan) until informed by Key Staff e.g. Senior Leadership Team, Chair of Governors or Office staff in person that there is an all clear.
7. As soon as possible after the lockdown, staff to conduct a second roll call and notify the reception immediately of any pupils not accounted for.

Staff Roles

1. Office staff to ensure that emergency services are called if necessary
2. Principal/Site Manager/Supervisor to ensure external doors and entrances are locked.
3. Staff to close classroom door(s)and windows. Nearest adult to check exit doors.

Communication with Parents

In the event of an actual lockdown, it is advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that is doing everything possible to ensure their child's safety
- Do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers
- Do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe to come to collect their children, and where this will be from

Parents can be notified of the implementation of a Lockdown Policy and Procedure via an article in the school newsletter

Example Article

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, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised person's intent in causing harm/damage or environmental reasons e.g. nearby chemical spillage. Please be reassured that in the event of a lockdown, the school understands your concern for your child's welfare, and that everything that can possibly be done to ensure your child's safety will be done.

During lockdown it may be necessary to contact parents via the school's established communication network – text, and therefore you may receive the following text-

'.....the school is in a full lockdown situation due to (situation). During this period the switchboard and entrances will be unstaffed, 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 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.

Lockdown Drills

Lockdown practices will take place at least once a year 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 procedure will be reviewed annually as part of the School's Health and Safety procedures.

Signed Principal

Signed..... Chair of Governors

Date.....

Lockdown Plan

Management and Control

Nominated person	Responsibility
Principal	Initial contact with the emergency services
Vice Principal	Liaison with parents
SLT members	Pupil control

Signals

Signal for Lockdown	<ul style="list-style-type: none">• The school bell X3 short bursts of• Two way radio between school staff and the code word LUCIFER
Signal for all-clear	<ul style="list-style-type: none">• The school bell X6 short bursts of• Two way radio between school staff saying all-clear

Lockdown

Specified assembly room/s	<ul style="list-style-type: none">• Classrooms• Hall• Offices
Entrance points (e.g. doors, windows) which should be secured	<ul style="list-style-type: none">• External doors• Fire doors• Internal doors• All windows
Communication arrangements	<ul style="list-style-type: none">• Mobile phones• Text-Teachers2Parents• Classroom telephones• School website
Notes	If someone is taken hostage on the premises, the

	school should seek to evacuate the rest of the site.
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Lockdown Procedure

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the school building	<input type="checkbox"/>		
2.	Secure all entrance points (e.g. doors, windows) to prevent access to the school	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against the wall • Keep out of sight and draw curtains/close blinds to avoid detection • Turn off lights • Stay away from windows and doors • Put mobile phones on silent 	<input type="checkbox"/>		
5.	Ensure that all pupils, staff members and visitors are aware of an exit point in case an intruder manages to gain access to the school building.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so	<input type="checkbox"/>		
7.	Remain inside the school building until the all-clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		