



**Greenfields Primary School**

**Lock Down Policy**

## Approval

Signed by Head teacher / Chair	Kate Day
Date of approval	November 2019
Date of review	November 2021

## Lock Down Policy

### Rationale

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.

### Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing three short ring bursts in succession for 1 minute. These will be played through the fire alarm system (fire alarm is continuous ring).

### 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 lock down 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 and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.

2. 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 to be turned off. Mobile phones are put on silent mode and communication will take place through the school in the school WhatsApp group to register and let staff know all are accounted for.

3. Children, adults (e.g. volunteers, or staff not in class for any reason) will proceed to the nearest occupied classroom and remain with that class and class teacher
4. Forest Schools children and staff to make way to Y6 classroom so that younger children can be comforted by Y6 children and distracted.
5. Individual teachers /TAs lock/close classroom door(s) and windows using inside bolts. Early Years adults to make sure Nursery door is locked.
6. No adult or child to leave the room for any reason whilst in lock down.
7. Staff on PPA to lock down in the staff room or work room.
8. Catering Staff to close the shutter to kitchen.
9. If practicable staff should notify the office by WhatsApp message 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**

As soon as possible after the lock down teachers conduct a register and notify immediately of any pupils not accounted for. 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. Staff to support children in keeping calm and quiet.

### **Staff Roles:**

1. Headteacher (or Deputy Head in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Head (Deputy) to call police and Local Authority if necessary (LA phone number on display in the main office).
3. If a class is out of school e.g. at the leisure centre swimming, 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. If situation is ongoing, and return to school not possible, staff will be asked to take children to Woodhall School to be collected from their. Parents will be informed.
4. Individual teachers /TAs close classroom door(s) and windows. Early Years adults to make sure Nursery and Reception doors are locked.
5. 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.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

### **Lock down drills**

Lock down 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.

**Communication with parents** If necessary parents will be notified as soon as it is practical to do so via text through our App and Marvellous Me 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.

## **Review**

The governing body reviews this policy every two 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.