



| <b>Gusford Primary School<br/>Lockdown Policy</b> |                   |
|---|-------------------|
| Date:   | May 2024          |
| Version:  | 1                 |
| Renewal Date:                                     | September 2025    |
| Ratified by LGB on:                               | May 2024          |
| Person responsible                                | Mr Stephen Tapley |



## Lock Down Procedures

### Rationale

As part of our Health and Safety procedures the school has a Lock Down procedure. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, 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 is a serious security risk to 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 a Lockdown procedure

Lockdown procedures outlined below are to immediately take place on hearing a member of the Senior Leadership Team stating '**ATTENTION LOCKDOWN**'. This will be accompanied by the school bell ringing intermittently but continuously (no longer the handbell).

### Procedures:

1. At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked, and where possible blinds are closed. Children are positioned away from possible sightlines from external windows/doors. Lights, screens, and computer monitors to be turned off.
2. Students or staff not in class for any reason (using toilets for example) will proceed to the nearest occupied classroom and remain with that class and class teacher. If a class is in a breakout space away from a classroom they are to go to one of the nearest rooms.
3. If practicable staff should notify First Response (before switching off) that they have entered a Lockdown and give names of those students not accounted for.

### NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support students in keeping calm and quiet.
5. Staff to remain in Lockdown positions until informed by key staff, eg Senior Leadership Team or office staff, that there is an all clear.



6. As soon as possible after the lock down, teachers return to their base classrooms (as at time of the Lockdown) and (re)take a register for the relevant period of the day and notify First Response, immediately of any students not accounted for. Any students in the sports hall or studio should remain where they are until a register is taken, then they can return to their break or relevant lesson.

#### Staff Roles:

- Main office staff ensure that their office(s) are locked and police called if necessary. Close all office blinds and go to meeting room.
- Site Manager to lock the main school doors – front and back – unless threat is in the school in which case the front doors are to be left open.
- All magnetic locks should be active during lockdown.
- Walkie Talkie will be used to advise teaching staff of **'ATTENTION LOCKDOWN'**
- SLT members will divide roles as follows:
  1. EYFS – to give warning and lock all rooms then return to meeting room if safe to do so.
  2. Years 3 and 4 - to give warning and lock all rooms then return to meeting room if safe to do so
  3. Years 5 & 6 - to give warning and lock all rooms then return to meeting room if safe to do so.
  4. One SLT member to go to meeting room and establish co-ordination centre.
  5. Most senior SLT member will lock SLT into meeting room and monitor any threat as it develops.

| Area                      | Staff Member | Reserve             |
|---------------------------|--------------|---------------------|
| External Doors & Bungalow | SJT          | Assistant Caretaker |
| Office                    | Office Staff | Business Manager    |
| EYFS                      | Isobel       | Lucy                |
| Years 3 & 4               | Carmen       | Caroline H          |
| Years 5 & 6*              | Tom          | Pippa C             |
|                           |              |                     |



### **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 – ParentMail / website / telephone.

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.

Students will not be released to parents during a Lockdown.

Parents will be asked not to call the 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, from office staff or emergency services, about the time and place students can be picked up.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform them 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 a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.