



The Meadows  
Primary School

## Lock Down Policy and Procedures

### 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, police incident, 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 through the alarm message communicated via the computers: both on the screen and audio alert.

### 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 outside doors and blinds where it is possible to remain safe.
  2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed 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.

3. Children, volunteers, visiting adults or staff not in class for any reason, will proceed to the nearest occupied classroom and remain with that class and class teacher.
4. Individual teachers and TAs will close classroom doors and windows. Office Staff will check adult and pupil toilets and escort children to their classroom.
5. No adult or child to leave the room for any reason whilst in lock down.
6. Catering Staff to ensure kitchen exterior door is locked, turn off lights and proceed to Class 4
7. Office staff or the headteacher will visit each classroom to check they have entered lock down all children and adults are accounted for.
8. Once lockdown has fully been implemented, the Headteacher and the Office Manager will proceed to the Headteacher's office where they can action all necessary vital communications.
9. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
10. Staff to support children in keeping calm and quiet.
11. Staff to remain in lock down positions until informed by the headteacher or Office Staff in person that there is an all clear.

#### **Staff Roles:**

- Headteacher (or Office Manager in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Head or Office Manager to call police and notify the Shaw Education Trust if necessary.
- If a class is out of school e.g. at the high school, or on a trip, the Head or Office Manger 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.

## 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 at the earliest opportunity, following any serious incident to inform parents of the context of the lockdown and to provide reassurance that all procedures were followed ensuring safety of both children and adults.

## 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.

## Review

The Academy Council reviews this policy every three years. This may however be brought forward, if the government introduces new regulations, or if the school receives recommendations on how the policy might be improved.

Date: **May 2020**

Next review date: **December 2023**

<b>Headteacher:</b>	H Procter	<b>Date:</b>	4.5.20
<b>Chair of Academy Council:</b>	A Spilsbury	<b>Date:</b>	4.5.20

