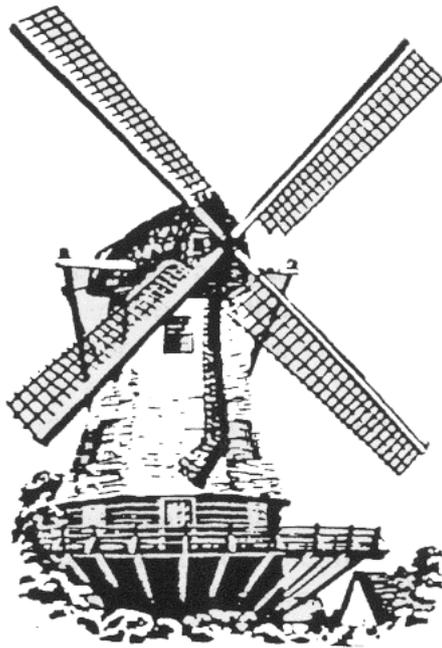


# **LONGFORD PARK PRIMARY SCHOOL**

## **Lock Down Policy & Procedures**



**February 2018**

## **Lock Down Policy and Procedures**

As part of our Health and Safety policies and procedures the school has a Lock Down 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 lock down is implemented when there are serious security risks for the premises due to, for example, attempted access by unauthorised persons intent in causing harm/damage, civil unrest in the local area or a serious fire in the locality.

### **Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately on hearing the call 'Lock Down'.

If any staff become aware of a potentially dangerous situation that may require lock down, they must inform the Headteacher, Deputy Headteacher or Business Manager immediately to take the decision.

### **Procedures:**

Follow the CLOSE procedure:

- **Close all windows and doors**
- **Lock up**
- **Out of sight and minimise movement**
- **Stay silent and avoid drawing attention**
- **Endure. Be aware you may be in lock down for some time**

1. The above signal will activate a process of any children who are outside the school building (break, lunchtime, P.E, etc) being brought back into the school building as quickly as possible and the locking of the exterior access doors and gates ensuring all personnel inside the building are safe.

2. Headteacher or SSO will ring through to the Nursery and Community Lounge.  
Doors to be locked.
3. At the given signal, the children remain in the room that they are in and the staff will ensure the windows and doors are closed and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, white boards and computer monitors to be turned off.
4. 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 lock down procedure is engaged.
5. Registers will be taken to each class by the SSO, Headteacher or DHT, they do not need to be collected. Staff to report verbally any children that they know are out of class in order that they can be located.
6. If an intruder is located to the rear of the building then classes should move to the hall.
7. Classes in the hall at the 'Lock Down' signal should remain in the hall.
8. Children with a PEEP (Personal Emergency Evacuation Plan) will be supported by a member of staff to follow the action plan. Non class based staff to support where there is a PEEP in place.

#### **PLEASE NOTE**

1. NO ONE SHOULD MOVE ABOUT THE SCHOOL (Exceptions of HT, DHT, SSO)
2. Staff to support children in keeping calm and quiet.
3. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, SSO or Office Staff in person that there is an all clear.
4. As soon as possible after the lock down teachers and children return to their classrooms, take a register and notify the office immediately of any pupils not accounted for.

#### **Staff Roles:**

1. School Business Manager to ensure that the Local Authority and the police are called if necessary.
2. Headteacher or SSO to lock the school's front doors and entrances.
3. Individual teachers/ TA's close classroom door(s) and windows. Nearest adult to check exit doors.

#### **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/ Marvellous Me.

Parents will be told:

***'..the school is in a full lockdown situation. During this period the telephones 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 office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare 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.

#### **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

## Lock Down Plan

### Management and Control

Nominated person	Responsibility
Headteacher/SSO	Secure exterior doors and gates
Admin staff	Liaison with parents
Business Manager	Initial contact with the emergency services and Local Authority.
Teachers	Pupil control

Signals	
Signal for lockdown	Call of 'Lock down' (H.T. or D.H.T. to sanction and administer with SSO)
Signal for all-clear	Call of 'All clear'

Lockdown	
Specified assembly points	Classrooms, offices, school hall
Entrance points	Main School Entrance
Communication arrangements	<ul style="list-style-type: none"> <li>Telephone System</li> <li>Marvellous Me App</li> <li>• Parentmail</li> </ul>
Notes	

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight to avoid detection</li> <li>• Turn off lights and computers monitors.</li> <li>• Close windows and doors. Close blinds where appropriate.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<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 classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

Policy author: Mandy Walker  
Date: February 2018

Governor Ratification:  
Date: \_\_\_\_\_

To be reviewed Feb 2019



