



Lockdown Policy

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 on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

Signals

Signal for lockdown	Long continuous ring of class change bell (dial 225 to activate)
Signal for all-clear	Phone call to year group leads

Lockdown

Rooms most suitable for lockdown	Classrooms, poolside or new hall
Entrance points (e.g. doors, windows) which should be secured	Classroom external doors; cloakroom doors; front entrance; poolside doors and changing room doors.
Communication arrangements	▪ Classroom / office telephones ▪ Mobile phones

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Initial response - lockdown

Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.

Lock / secure entrance points (e.g. doors, windows).

Dial (9)999. Dial once for each emergency service that you require.

Ensure people take action to increase protection from attack:

- Block access points (e.g. move furniture to obstruct doorways)
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Draw blinds
- Turn off lights
- Stay away from windows and doors.

Ensure that pupils, staff and visitors are aware of an exit point in case of need.

If safe to do so, check for missing / injured pupils, staff and visitors.

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school text system.

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 will tie up emergency lines

If the end of the day is extended due to the 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

A letter to parents will be sent home as soon as possible 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 these procedures in very rare circumstances.

Practice drills

Practices will take place a minimum of twice a year to ensure everyone knows exactly what to do in such a situation. (Children will not be asked to hide during practices)

Monitoring of practices will take place and debrief to staff so improvements can be made.

Review

Policy review will be led by the Premises Health & Safety Committee



Signed

10/1/23

Date