



LOCKDOWN POLICY

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safe – happy – learning

We value:

working Together

happiness

achieving our potential

fairness and equality

kindness

safety and security

Our aim is for every child to:

- feel safe and secure at all times and to know that the adults in school will help them if they are worried, frightened or feel unsafe;
- be an independent, resilient learner who sees mistakes as an opportunity to learn, is not afraid to try and seeks help when they need it;
- be an excellent communicator: able to listen and understand, speak with clarity and with a broad vocabulary;
- be a reader: finding pleasure in books and reading and with the skills to read fluently and accurately and to understand a range of texts;
- be a writer: writing fluently and with detail for a specific purpose and an understanding of the audience, using and applying a range of skills;
- be a mathematician: solving problems in a range of contexts by applying fluent knowledge and recall of number facts;
- develop the knowledge, skills and understanding of scientists, artists, designers, geographers, historians, linguists, musicians and performers;
- value being physically active and healthy;
- have the skills required to thrive in a technological age;
- be self-aware, emotionally intelligent and accepting of others, showing kindness and respect and an understanding of differences;
- acquire the skills and desire to contribute positively to the wider community.

Our commitment is to provide every child with :

- a school that is well led and managed by a strong team of leaders and governors;
- school staff who will keep them safe and who know what to do to protect them from harm;
- a sense of justice and knowledge of right and wrong;
- high-quality teaching from skilled professionals;
- teachers and support staff who have opportunities to grow and develop, extending their own expertise through training and development;
- access to specialist services to support additional needs;
- buildings and grounds that are safe, welcoming, clean and tidy;
- a learning environment that promotes and supports active learning;
- challenges that stretch and encourage higher-order thinking, team work and creativity;
- exciting and stimulating resources that encourage the acquisition and deepening of knowledge, understanding and skills across the curriculum;
- enrichment opportunities, including after-school clubs, exciting trips and visitors to broaden their experience of the wider world;
- a voice – where their views and opinions matter and are listened to;
- opportunities for their parents and carers to spend time in school and be involved in school activities;
- the chance to try new things and have a go, developing the resilience that will prove valuable throughout life;
- ambitions and aspirations;
- a 'can do' attitude, and the habits of mind for lifelong learning and success.

Procedures:

1. Lockdown procedures are to take place immediately on hearing short bursts of the school electronic bell system
2. If outside, these signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices.
3. Children will remain in the cloakroom next to their classrooms and the staff will ensure the windows and doors are closed/locked and screened where possible and that all children are positioned away from possible sightlines from external windows/doors.
4. Lights, Smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest cloakroom and notify the class teacher by walkie talkie.
6. Walkie talkie can be found in the black document wall file in every cloakroom
7. **NO ONE SHOULD MOVE ABOUT THE SCHOOL** other than the Senior Member of staff who will inform staff of the risk if possible.
8. Staff to support children in keeping calm and quiet.
9. Class teachers will conduct a quick check to identify if class pupils are missing.
10. On the passing of immediate danger class teachers will carry out a full register, office staff will conduct a staff register.
11. Staff to remain in lockdown positions until informed by Senior Management Team that there is an all clear.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police/ emergency services called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Office staff to contact Pre-school by phone.
4. Site Manager, if on site, to head to Office.
5. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors to playgrounds.
6. Staff in curriculum room to go to Y3/4 cloakroom. Staff in staff room to go to the corridor area outside the Head Teacher/ Deputy Head Teacher's office.
7. Catering Staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

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 – website/ school texting system/ 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.
- 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 the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down 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.

Plan	
Staff responsibilities	
Head Teacher	<i>To make contact with Emergency Services</i>
Other staff members	<ul style="list-style-type: none">• <i>Deputy Head Teacher and Business Manager to communicate with parents</i>• <i>Teachers and support staff: stay with pupils</i>• <i>Site manager: ensure all access points are secured</i>
Signals	
Lockdown signal(s)	<i>Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school bell)</i>
All clear signal	<i>Walkie Talkie around to all</i>
Evacuation signal	<i>Evacuation will be signal will be the (fire) bell followed by confirmation by walkie talkie</i>

Lockdown	
Assembly points	<i>Cloakrooms between classrooms.</i>
Entrance and exit points	<i>All staff to secure doors and windows in their classroom or offices. Blinds to be closed, office staff to ensure gates are locked.</i>
Bringing pupils inside	<i>Lockdown will be communicated to staff outside by using the siren on the loud hailer. Site Manager or senior member of staff to check everyone is inside the building</i>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Lock and screen doors</i> • <i>Position children away from sightlines from external doors and windows, in cloakrooms</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i>
Internal communication	<i>Walkie talkies will be available in the school office and all assembly points</i>
Communication with parents	<i>Parents will be notified by text and asked not to call the school as this will tie up lines that may be needed to contact emergency services.</i>
Additional notes	<i>Pupils that are out of their classroom working with TA's should go with the TA to the closest assembly point and the TA to notify class teacher via walkie talkie</i>

Checklist

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Turn off lights and screens			
Lock Internal doors			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			