

FERNDALE PRIMARY AND NURSERY SCHOOL



Lockdown Policy and Procedures

Ratified by Governing Body: November 2023

Reviewed Date:

Next Review Date: November 2025

School Lockdown Policy and Procedure 2023

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, proximity of dangerous dogs/animals, 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 on hearing the intermittent ringing alarm. This alarm can be turned on and off manually in the school office, nursery or PPA room.

Procedures:

Follow the CLOSE procedure:

- Close all windows and doors
 - Lock windows and doors wherever possible
 - 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 children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ 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/locked 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. Mobile phones are put on silent mode.
 3. Children, adults (e.g. volunteers, visitors etc.) 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 lockdown procedure is engaged.

4. Individual staff members close classroom doors and windows. External doors must be locked wherever possible: emergency sets of keys can be found in designated locations in the room. Office staff to lock main entrance.
5. No adult or child to leave the room for any reason whilst in lock down.
6. Staff on PPA to lock down wherever they are and remain in situ in a lockdown situation
7. Catering Staff to close the shutter to kitchen and turn off lights.
8. If practicable, staff should notify the front reception by email via any means available that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

NO ONE SHOULD MOVE AROUND THE SCHOOL

Staff Conduct During Lockdown

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. Headteacher (or deputy in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown. As not to worry the children, there will be no explanation as to why the lockdown is happening.
2. Head or office staff to call police (and CEO if possible)
3. If a class is out of school e.g. at the leisure centre, church or on a trip office staff 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.
4. Individual teachers/staff members close classroom door and windows. Staff members are also responsible for ensuring all external doors are closed and, if possible, locked.
5. Teachers will (as best they can) keep a calm atmosphere in the classroom. Move children out of sight
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via text through the Parent Mail communication system.

Parents will be told via text:

'School in full lockdown situation. Do not phone the school. No-one 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 on the nearest possible day 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 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.

All clear

The Lockdown Procedure will end when the most senior member of staff informs teachers and adults that the threat has passed.

Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body or directors receive recommendations on how the policy might be improved.

Policy last reviewed: November 2023

Policy due for renewal: November 2025

Signed: _____ (headteacher)

Signed: _____ (Chair of Governors)