



## Stockham Primary School Lockdown Procedure: 2023 - 2026

Issue Date:	October 2023
Reviewed by:	Headteacher
Date of the last Review:	June 2019
Next Review Date:	October 2026

### LOCKDOWN PROCEDURE

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This procedure 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 or gas leak, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

#### Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on triggering of the "Lockdown" alarm system via the main reception yellow button.

Any groups who are outside the school building, using the school grounds, will be notified by the school office and the children will be ushered into the building through the nearest available entrance.

Camel pre-school will be telephoned by the school office to inform them to go into Lockdown.  
**Camel manager: (Tel: 07880757668)**

Staff members should check with their neighbouring rooms and any groups that are outside (by looking out of their immediate windows and doors) that they have also seen the lockdown notification, if not they should inform them immediately, in a quiet, calm manner.

The neighbouring work spaces are as follows:-

**Foundation** –outside play area

**Year 1:** covered area, toilets

**Year 2:** outside staffroom, toilets

**Year 3:** corridor outside of classroom, toilets

**Year 4:** library area, toilets

**Year 5:** corridor outside of classroom and swamp, toilets

**Year 6:** corridor outside of classroom, toilets

**Head Teacher and office staff:** to check staff toilets, bungalow list by front entrance, and hall then stay together if possible in reception office.

**Office staff:** Call police (if needed), chair of governors and LA

#### Procedures:

Follow the **CLOSE** procedure:

**C**lose all windows and doors, lower blinds, shut curtains

**L**ock up

**O**ut of sight and minimise movement

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**S**tay quiet and avoid drawing attention

**E**ndure. Be aware you may be in lock down for some time

The above signal will activate a process of any children outside being ushered into the school building as quickly as possible and the locking of all outside doors.

At the given signal the children should remain in the room they are in, and the staff will ensure the blinds/curtains are closed and children are positioned away from possible sightlines from external windows/doors.

Staff should check the closest toilets and usher any children in those toilets back into the nearest occupied classroom as soon as possible.

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 lockdown procedure is engaged.

Staff should stay calm and involve the children in a quiet activity. Any unnecessary lighting from smart boards, overhead lights, computers etc. should be turned off.

If staff have mobile phones on them, these should be turned on, with sound off but left on vibrate. These can be used to communicate with if necessary.

If practicable, staff should notify the school office that they have entered lock down, providing a head count for children and staff present that day and identify those children not accounted for.

### **MOVEMENT AROUND THE SCHOOL SHOULD BE KEPT TO A MINIMUM**

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by Headteacher and/or appointed Senior Member of staff in person that there is an all clear.

As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the school office immediately of any pupils not accounted for.

### **Staff Roles:**

School office staff to ensure that the front door is locked and police called if necessary. Headteacher or appointed Senior Member of staff to walk around school double checking doors are locked and to decide if evacuation to the Buddy School is required.

Individual teachers/ TAs lock/close classroom door(s) and windows and to check with closest rooms that they have seen the notification. Nearest adult to check exit doors are locked and toilets are empty.

### **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 email or text.

Parents will be told:

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**‘..the school is in a full lockdown situation. During this period the phone lines 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 be recorded, and staff debriefed at next staff meeting. Governors will be updated via the annual Health and Safety report.

### Additional Information

If a teacher is on PPA in the staffroom/bungalow – it would be recommended that they remain in a safe space. However, if they felt it was safer to do so, they should return to their classroom.

External teachers and service providers located in the bungalow are recommended to remain there until it safe to move.

If the lockdown happens at lunchtime, the lead LSV at each Key Stage on the playground would be informed and the children would be seen back into their classrooms as soon as possible.

If children and staff were out of the school grounds on a trip, cycling proficiency etc., the staff members would be called and told the school is in lockdown and then advised as to whether they could return, or evacuate to the buddy school (Fitzwaryn) etc.

### Version History

Version	Date	Description of Changes -
1.0	October 2023	Issuance of the policy in new template with no substantive changes from previous version