

Lockdown Policy and Procedures



Holy Trinity

Church of England Primary Academy

Approved by:

LAB

Date: October 2023

Last reviewed on:

Next review due by:

October 2026

School Vision

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

At Holy Trinity CE Primary Academy our distinctive Christian values are at the heart of all we do. Through our curriculum and care our children develop independent curiosity, acquire a life-long appetite for learning and become well-rounded individuals, seeking 'hope and a future' for themselves and others.

Rationale

All schools should consider the need for robust and tested school lockdown procedures. Lockdown 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 safety of staff and pupils in the school. Procedure 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, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Full Lockdown Procedures

1. The call back alarm signal will activate a process of children being ushered into the building as quickly as possible, if they are outside and the closing of all external doors.
2. Office Manager to lock the front doors (outer and inner).
3. Administrative Assistant to position themselves by KS2 door, from the playground, in order to allow access to children who are outside the building. Once all children are in, the Administrative Assistant will shut the door and return to the office.
4. At the given signal, the children will remain in the room they are in and the staff will ensure that all doors and windows are closed, and the blinds are closed, where possible, and children are positioned away from possible sightlines from external windows and doors. Mobile phones are to be put on silent mode.
5. If the children are outside they will make their way back inside, and where possible back to their own classroom. Children, adults (e.g. volunteers) 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.
6. Individual teachers/TAs to close classroom doors and windows. KS1 member of staff to make sure that all doors with access to outside on their corridor are

closed and check the KS1 toilets. Year 6 member of staff to check the KS2 toilets.

7. No adult or child to leave the room **for any reason** whilst in lockdown.
8. Catering staff to close the shutters to the kitchen and turn off lights. The kitchen manager must make sure that their mobile phone is switched.
9. If practicable, staff should notify the office by email via the classroom computer that they have entered lockdown and identify those children not accounted for and of any extra children or staff members who are now in lockdown in their room with them.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team or Office Staff, **in person**, that there is an all clear.
3. As soon as possible after the lockdown teachers return to their classroom and conduct a register and notify the office immediately if any pupils are not accounted for.

Staff Roles

1. Headteacher (or Office Manager in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Headteacher/Office Manager to make a risk assessment of the need to initiate a lockdown of all controlled doors.
3. Headteacher or Office Manager to call the police, BDMAT and Local Authority.
4. If a class is out of school e.g. at swimming, church or on a trip, office staff will call the class teacher and warn them that school is on lockdown. Advice will be given as to when it is safe to return to school.
5. Individual teachers/TAs to close classroom doors and windows. KS1 member of staff to make sure that all doors with access to outside on their corridor are closed and check the KS1 toilets. Year 6 member of staff to check the KS2 toilets.
6. Teachers will (as best they can) keep a calm atmosphere in the classroom, keep the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
7. Do not allow anyone out of the classroom during a lockdown **under any circumstances**.

Partial Lockdown

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in school. This would be where pupils need to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a medical emergency, or may be a warning received regarding the risk of air pollution, etc.

Immediate action:

1. All outside activity to cease immediately, pupils and staff to return to the building.
2. All staff and pupils remain in the building and external doors and windows to be shut.
3. Movement may be permitted within the school building dependent upon the circumstances but this must be supervised by a member of staff.
4. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can be communicated to all staff and pupils.
5. 'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.
6. During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles, computer email, but will not make unnecessary calls to the main office as this could delay more important communication.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via our texting system.

Parents will be told:

'The school is in a full lockdown situation. During this period the phones must not be used and entrances will be unmanned, 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 lockdown procedure.

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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the 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 the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown 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.

