

Mount Pleasant Primary School

Lockdown Policy and Procedures

2018

Lockdown Manager	Lorrain Capener
Deputy Lockdown Manager	Sharon Derbyshire
Deputy Lockdown Manager	Jane Geddes
Reviewed	January 2018
Governors Approved	
Review Date	January 2019

Lockdown Procedures

As part of our Safeguarding and Child Protection policies the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not accessible 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 is serious risk to the security of the school premises. This may include:

- Serious health hazard internally or externally e.g. Chemical or toxic substance release
- A deliberate act of violence, or assault in school including the use of a knife or firearm
- Intruder, and/or breach of security access (e.g. keys missing)
- Bomb threat, receipt of a suspicious package or terrorist incident
- Civic disorder
- The destruction or serious vandalizing of part of the school
- Significant road accident
- Proximity of dangerous dogs
- Serious weather conditions
- The request to school to 'hold' pupils beyond the normal end of the school day (police etc. making request due to incident locally)

Lockdown Procedure

1. Notification of lockdown procedures will be given to all staff through the sounding of a siren and the use of the phrase 'Lockdown'. This is audible throughout the school and sounds very different to the fire alarm and evacuation bell.
2. On hearing the siren staff follow a series of procedures.
3. Staff should encourage the pupils to remain calm
4. If the pupils and staff are in their classroom, they will remain there and staff will ensure all windows are closed and pupils are positioned away from possible external sightlines.
5. Staff and pupils who are outside of the school buildings should be brought inside as quickly as possible. If in the playground or on the Astro-turf, pupils will be ushered into a safe classroom within the school building as quickly as possible and external doors will be locked. Staff to support pupils in keeping calm and quiet.
6. If in the school hall or Learning Lodge, pupils will be ushered into a safe classroom within the school building as quickly as possible and external doors will be locked. Staff to support pupils in keeping calm and quiet.
7. If safe to do so, staff will draw blinds and turn internal lights off.
8. Pupils or staff not in their own class for any reason will proceed to the nearest safe classroom and remain there.
9. No one should move around the school other than members of the SLT or Office Staff who will inform staff of the risks if possible.
10. Staff will check that all class pupils are present. If any child is missing, staff will inform the office immediately and establish whereabouts of the child prior to the incident, instigate an immediate search for them and assess the likelihood of their safety by using internal phone system.
11. The lockdown will remain in place until the risk has passed and staff will be informed of this in person by a member of the SLT or Office Staff.

12. As soon as possible after the lockdown, teachers and pupils will return to their own classrooms and a full register will be taken.
13. If any staff and/or pupils are offsite, they will be contacted and instructed not to return to school until they are told that it is safe to do so.

Staff Roles:

- SLT or Office Staff ensure that police and/or emergency services are contacted immediately.
- If school have instigated the Lockdown, the panic buttons located in the Head teacher's office and the School Office will be triggered.
- SLT or Office Staff will lock the main entrance and all external doors.
- Nursery staff to lock external doors.
- Class teachers to close and/or lock windows (depending on the circumstances)
- Blinds/curtains must be drawn and windows on internal doors should be covered
- Kitchen Staff to lock back door to kitchen and turn off lights.
- No member of staff including kitchen staff are to leave the premises during Lockdown

Communication with Parents

Our school lockdown procedures and the arrangements for contacting parents and carers are routinely shared with via newsletter and the school website. Regular communication is important and parents will obviously be anxious. The school understands that parents and carers will be concerned for their child's welfare and that everything that can possibly be done to ensure children's safety will be done. It is important to remember that:

If the school is on a full lockdown situation, the office and entrances to school may be un-manned, external doors will be locked and nobody will be allowed in or out.

- Parents and carers will be notified as soon as it is practical to do so via the school's established communication network
- Depending on the type and severity of the incident, parents and carers may be asked NOT to collect their children from school as it may put them and their child at risk.
- Should parents or carers present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.
- Pupils will not be released to parents during a lock down.
- Parents and carers 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 or carers will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their pupils the importance of following procedures in these very rare circumstances.
- Copies of the Lockdown Procedures are available on the school website.

Communication with the Emergency Services

Lines of communication are kept open with the Emergency Services throughout a Lockdown situation, they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident. Emergency Services will support the decision of the Head teacher regarding communication with parents.

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.
- SLT test procedures against various scenarios using 'Developing Dynamic Lockdown Procedures/Stay Safe' materials.

Review

This policy and procedures will be reviewed annually along with the Emergency Management Plan and Evacuation Procedures and Fire Drill Procedures.

Signed: Mrs L. Capener (Acting Headteacher)

Signed: Mr S. Jarvis (Chair of Governors)