

Graiseley Primary School

Lock Down Policy and Procedures

Please be advised, senior management team are required to fit any local arrangements for emergency planning around this Lockdown policy. This policy should be read in conjunction with the National Counter Terrorism Security Office (NaCTSO) Guidance Note 1a/2016 and be advised that the Police could be contacted as an additional source of enquiry.

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious risk to 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.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing **the bell ring on and off continuously for 10 seconds**

Procedures

Follow the **CLOSE** procedure:

Close all windows and doors. **L**ock up. **O**ut of sight and minimise movement. **S**tay silent and avoid drawing attention. **E**ndure - be aware you may be in lock down for some time

1. On hearing the signal to implement lock down. Children, staff and visitors should be ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors / shutters where it is possible to remain safe. As appropriate the **<SCHOOL OFFICE>** will establish communication with the emergency services and notify City of Wolverhampton Council via the 'School emergency' phone number. **ALL STAFF MOBILES TO BE SWITCHED ON.**
2. The children should remain in the room they are in and the staff will ensure the windows and doors are closed / locked and screened where possible and children are positioned away from possible sightlines from external windows / doors. Lights, smart boards and computer monitors to be turned off. Ensure that pupils, staff and visitors are aware of an exit in case an intruder does gain access.
3. 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 lock down alert is signalled. If a class is in the opposite hall from where their classroom is, they are to go to one of the nearest rooms.
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until **the bell ring on and off continuously for 10 seconds**

6. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for. ***If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.***

Staff Roles

1. **OFFICE MANAGER** to ensure that their office(s) are locked and police called if necessary.
2. **ADMIN ASSISTANT** locks the schools front doors and entrances
3. **N/A** to close shutters if safe to do so.
4. **Teaching staff** to lock / close classroom door(s) and windows
5. **OFFICE** to liaise with parents as soon as it is practicable to do so

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the schools established communication channel **TEXT**
- Parents will be told:-

<THE SCHOOL IS IN A FULL LOCKDOWN SITUATION. DURING THIS PERIOD THE SWITCHBOARD AND ENTRANCES WILL BE UN-MANNED, EXTERNAL DOORS LOCKED AND NOBODY ALLOWED IN OR OUT...>

<AFTER AN INCIDENT TODAY THE SCHOOL WAS PLACED IN LOCKDOWN AT... PROCEDURES AND POLICIES WERE FOLLOWED AND ALL MEMBERS OF STAFF AND CHILDREN ARE SAFE>

- 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

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff, to achieve this a lockdown drill will take place a **minimum of once a year** to ensure everybody knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed annually as part of **<SERIOUS INCIDENTS POLICY AND H&S PROCEDURES>**

Signed.....
Head Teacher

01 Dec 2019

Signed
Board of Governors