



Stonelow Lockdown Policy

Date	Review	Responsible	Named Governor
Oct 2023	Nov 2023	C Byard	V Siddall
Nov 2023	Nov 2024 No changes made	C Byard	V Siddall

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 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 lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

Most threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing a continuous whistle.

Procedures

- Office staff are to make sure the front entrance door is locked.
- Headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- Office staff / Headteacher will get the school mobile phone and contact the police.
- Front gate and entrance door to be opened by the Headteacher or School Administrator only.
- The signal of the continuous whistle, will activate a process of children being ushered in to the school building if on the playground as quickly as possible
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The Headteacher will decide if children and staff would be safer in the hall or in on a particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions.
- Once the police are called the School Administrator will hand out the registers.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds.
- Headteacher and/ or Deputy Headteacher to ensure all outside doors are secure and then base themselves in the corridor.
- Caretaker and any cooking staff base themselves in the kitchen.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Business Officer.

- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

School Business Officer to ensure that the front entrance door is locked and police called if necessary.

Head teacher to shut and lock the outside and shut the inside office door.

Catering staff to lock the kitchen and hall door and remain in the kitchen.

Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.

Nearest adult to check exit doors are locked.

Staff on PPA stay in staff work room

Staff or children in the hall taken to the classroom

All other staff/ children head to the nearest classroom.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school text system and / or parenthub.

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

Parents will be asked not to call school as this will 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 office staff or emergency services

A letter to parents will be sent home as soon as possible 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 these procedures in very rare circumstances.

Evacuation drills

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 debriefed to staff so improvements can be made. (Children will not be asked to hide during practices)