

The Pioneer Federation
Chiddingly Primary and East Hoathly CE Primary
LOCKDOWN POLICY

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown 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 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.

SCOPE

This policy applies to employees, volunteers, parents, students and people visiting all school sites. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

CONSEQUENCES

- Copies of this policy will be disseminated through staff handbook, parent handbook and posters in all *General Learning Areas*.
- There will be at least one practice lockdown drill per year.
- All staff members must ensure they are clear about lockdown procedures before a practice drill or lockdown occurs.
- Teachers will remind students of the lock-down procedure at the start of each term.
- All people on the school campus will participate in the Lockdown procedures.
- In the event of an emergency, the Headteacher will make the decision, in consultation with police when deemed necessary, with regard to whether the campus sites need to be locked-down.
- Students will not be released to parents during lockdown. Parents are not to call the school as this may tie up emergency lines that must remain open.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing an air horn in the main building of each school (**Nursery, kitchens and external classrooms will be called by the secretary and just the phrase 'Activate Lockdown' will be said. If staff or children are in the Chiddingly school hall, they will be contacted via walkie-talkie.**)

Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

Using class phones, the following announcement will be given by Head teacher/Deputy Headteacher/Senior Teacher:

"Activate lock-down procedures immediately.

All students, staff, parents and registered guests please proceed to the nearest classroom.

Staff, secure your rooms and students.

An intruder is located (location given) and is wearing (description).

OR the reason for the lock-down is... (where it is appropriate to give such information).

Authorities have been notified"

REPEAT:

"Activate lock down procedures immediately. All students, staff, parents and registered guests Please proceed to the nearest classroom".

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal, the children 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. Mobile phones are put on silent mode.
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 lockdown procedure is engaged.
4. Take a complete roll of everyone in the room.
5. The office will ring the class phone or staff mobiles for this list.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

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

Staff Roles:

1. School administrator to immediately activate Lockdown procedures (Air horn blast in the main building. Communication via class phones), ensure that the office door is locked and police called if necessary.
2. Head or site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
4. Administrator to contact classrooms by class phone or staff mobiles for list of names to match against names of students and registered personnel on campus.
5. SLT in charge to check toilets in main building. At Chiddingly, staff in the hall/Thrive room to check the toilets in annexe building.
6. Head teacher or Deputy Head teacher/ Senior Teacher are the only staff authorised to give the 'all clear signal' when the emergency has passed, this will be via telephone.
7. Administrator to arrange for parents to be informed.

Once the lockdown procedure is over, each classroom will be called and informed '**Lockdown over, all clear**'. At Chiddingly, this will be done via the BROADCAST button on the office phone and the hall will be contacted via walkie-talkie.

Lock Down Plan

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	X5 10 second bursts of the school bell.
Signal for all-clear	X1 30 second blast of the school bell.

Lockdown	
Specified assembly points	Classroom, Offices, School Hall
Entrance points	Main School Entrance
Communication arrangements	<ul style="list-style-type: none"> • Telephone System • Mobile phones
Notes	

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		