



Nutley Church of England Primary School

Lockdown Procedure

As part of our Health and Safety policies and procedures, the school has a Lockdown Procedure. 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 security risks of 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 that lock down procedures are to take place immediately on hearing a continuous whistle. The member of staff blowing the whistle will ensure that they blow the whistle around the whole school, including the stairs up to the staffroom and the kitchen.

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

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 to be turned off and computer monitors dimmed. 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 or the school office if classroom doors are locked, e.g. children using toilets when lockdown procedure is engaged.

*The whistle blower should be let into the office or lock themselves in the disabled toilet

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.
4. If staff need to communicate, e.g. to let another teacher know that they have a member of another class with them, communication would work best with email as the mobile phone signal is poor. All communications to begin with the word Lockdown so we know it is to be trusted (and not coerced by an intruder). e.g. Lockdown - there is an intruder in the building and the police are on their way.

Staff Roles:

1. School Business Manager to ensure that her office is locked and police called if necessary.
2. Head (Deputy Head if appropriate) or office staff to lock the school's front doors and entrances and call the police if the School Business Manager is not in school.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network - email/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...'

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 on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.