

# Hemingbrough CP School

## LOCK DOWN POLICY & PROCEDURES

Document Status			
Date of Next Review	October 2019	Responsibility	Policy Committee
Date of Policy Adoption by Governing Body		Signed Sarah Chappell Headteacher	
July 2017			
		Signed Ben Bowers Chair of Governors	

### Rationale

As part of our Health & Safety Policies and Procedures the school requires a lock down policy. On very rare occasions it may be necessary to lock down 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 the local vicinity.

A lock down is implemented when there are serious security risks due to, for example, a nearby chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm or damage.

### Notification of Lock Down

Staff will be notified that lock down procedures are to take place immediately on hearing short bursts of the school alarm.

### Procedures

Follow the CLOSE procedure:

**C**lose 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 sometime

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the securing of the schools external doors
2. At the given signal children and adults remain in the room they are in and the staff will ensure all windows and doors are closed / locked and screened where possible. Children are positioned away from possible sightlines from external windows / doors. Lights, smartboards and computer monitors must be turned off. Mobile phones are put on silent mode. Phones must not be used except in extreme circumstances.
3. Children or staff not in class for any reason must proceed to the nearest occupied classroom and remain with that class eg. Children using toilets when lock down procedure is engaged.
4. If the alarm sounds at play or lunchtime, during school drop off or pick up, all children and adults should proceed to the nearest building. **In this instance 2 way radios will be used to notify supervising staff outside that a lock down is initiated.**
5. If practicable staff should notify the office by text only that they have entered lock down and identify any children not accounted for.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lock down positions until informed by senior management team or office staff **in person** that there is an all clear
8. As soon as possible after the lock down teachers return to their classrooms, conduct a register and notify the office immediately of any pupils / adults not accounted for

### **Staff roles**

1. School administrator / Head teacher ensure that office entrance is locked and police / emergency services called if necessary
2. Individual teachers / TA's / MSA's to supervise children to nearest building / classroom and initiate lock down procedures. 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 schools established communication network (text).

Parents will be told:

**“The school is in full lock down situation, during this period the phones and entrances will be unmanned, 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 and interfere with emergency provider's access and duties.

Pupils will not be released to parents during a lock down. 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 lock down parents will be notified and receive information where possible about the time and place pupils can be picked up. This notification may be from school or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform them of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances. Please note information may be given within the confines of advice from emergency services.

### **Lock down drills**

Lock down practices will take place several times a year to ensure everyone knows exactly what to do in such a situation. These drills will take place at differing times of the school day.

Monitoring of practices will take place and staff and children debriefed for positive reinforcement or to identify required improvements. This policy and procedure will be reviewed as necessary.

# Instructions for Lock Down

**To initiate a lock down there will be short bursts of the school alarm**

**If you hear the lock down signal:**

1. 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 sometime

2. Place the children away from windows, under tables so any intruder looking in cannot see them. If the threat is a chemical or toxic release everyone should cover their nose and mouth using their own clothing.
3. Turn off all lights and computer monitors, phones to silent, draw any blinds
4. Keep children as quiet as possible
5. If children are outside usher them to the nearest safe place
6. Anyone out of class should move to the closest classroom immediately
7. Stay in safe areas until directed by the emergency services or designated members of staff to move or evacuate **NEVER OPEN DOORS DURING A LOCK DOWN - EVEN IN THE EVENT OF A FIRE ALARM**
8. Any changes to procedure will be indicated via text or radio
9. If an evacuation occurs everyone will be directed to a safe location. Once evacuated or following lock down, teachers should take a register to confirm all persons are present