

THE ARRETON & OAKFIELD FEDERATION

Lockdown Policy Oakfield CE Primary School

Date of Approval:	February 2020
Committee/FGB	Resources Committee
Responsible:	Colin Haley Executive Headteacher
Review Date:	February 2020

Signed: 

Chair of Governors

Signed: 

Executive Headteacher

Date: 6th February 2020

Introduction

1. Lock down procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school to deny entry. 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.
2. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, serious air pollution, civil disturbance, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Notification of Lockdown

3. Staff will be notified that lock down procedures are to take place immediately on hearing the alarm 'LOCK DOWN, LOCK DOWN, LOCK DOWN' communicated verbally, on walkie-talkies and by email/text. In this event, all adults are to ensure the message is communicated by word of mouth as soon as possible.

Procedures:

4. 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
5. The lock down signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe. All blinds should be closed where possible.
6. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, learning boards and computer monitors are to be turned off. Mobile phones are put on silent mode.
7. Children, adults (e.g. volunteers) 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. Those in St John's building are to remain there. All internal doors including classroom doors are to be locked.
8. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Year 2 adult to check end of corridor/stairwell and hall (outside access doors). Early Years adults to make sure stairwell/corridor doors closed. Admin staff to close reception area. Leadership will check all areas and establish classes are locked down safely, windows closed, blinds drawn and doors locked.

9. No adult or child to leave the room for any reason whilst in lock down.
10. Staff on PPA/other adults in St John's to lock down in the building, remain quiet. Report to the Leadership office the numbers and location of adults/children in St John's.
11. Catering Staff to close the shutter to kitchen and turn off lights.
12. If practicable staff should notify the leadership office that they have entered lock down and identify those children/adults not accounted for, and report any extra children who are now in lockdown in the room with them.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

13. Staff to support children in keeping calm and quiet.
14. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
15. 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:

16. Executive Headteacher/Head of School (EHT/HOS) (or Business Manager in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown. Coordination will be undertaken in the Leadership office on the first floor of the main building.
17. EHT/HOS or Business Manager to call police and Local Authority if necessary.
18. If a class is out of school e.g. at the church or on a trip office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
19. Individual teachers/ HLTAs/TAs close classroom door(s), blinds and windows. Year 2 adult to check end of corridor/stairwell and hall (outside access doors). Early Years adults to make sure stairwell/corridor doors closed. Admin staff to close reception area. Leadership will check all areas and establish classes are locked down safely, windows closed, blinds drawn and doors locked (including internal doors where possible).
20. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
21. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

22. If necessary parents will be notified as soon as it is practical to do so via Parentmail and Facebook.

Parents will be told:

'..the school is in a full lockdown situation. For the duration of this lock down entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not contact or come to the school. You will be notified as soon as lock down is over...'

23. 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 by the office staff or the emergency services. A letter to parents will be sent home as soon as possible following any serious incident/lock down to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

24. Lock down practice 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 staff debriefed for positive reinforcement or to identify required improvements.

Review

25. The governing body reviews this policy every three years.