



## Wollaston Primary School

### Lock Down Policy and Procedures

September 2022

#### Rationale

As part of our Health and Safety policies and Safeguarding procedures the school has a Lock Down Policy.

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 are 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 of lock down procedures to be implemented immediately on hearing:

**The Lockdown Bell which is activated in the office.**

No other communication will be given and the code word must be actioned immediately without hesitation.

This action can be initiated by ANY member of staff who assess that the situation requires the school to be on lock down and for the children to be kept inside. The lock down message can then be passed on from adult to adult only – this could involve ringing through to the extension or from the extension to the office.

#### Procedures:

- These signals will activate a process of children being ushered into the school building if outside as quickly as possible and the locking of the school's offices and all outside doors where possible to remain safe.
- Office staff to contact the preschool and make them aware of the lockdown happening
- At the given signal the children remain in the room they are in, and the staff will ensure the windows and doors are closed 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. Blinds to be drawn. External doors locked.
- ZR/AP/GW to check that the two doors at the top corridor are locked
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. If a class is in the hall then they stay in the hall. Close all the blinds.
- If possible staff should notify the front office by phone that they have entered lock down and inform them of those children not accounted for.

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

- Staff to support children in keeping calm and quiet.

Remember CLOSE:

- 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 lockdown for some time
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- Staff to remain in lockdown positions until informed in person by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

**"Lockdown released"**

- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

#### **Staff Roles:**

1. Front office staff ensure that their offices are locked and police called if necessary.
2. Office staff locks the school's front doors and entrances.
3. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors if safe to do so.

#### **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 – text message.
- 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, 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 procedures in these very rare circumstances.

#### **Lockdown drills**

Lock down practices with staff will take place a minimum of 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.

#### **Review**

This policy and procedures will be reviewed annually as a part of the Health and Safety Policy and Safeguarding.