

# Copeland Road Primary School



## Lockdown Policy and Procedures

Date reviewed by Staff:	September 2023
Date of next review process:	September 2024

## **Rationale**

This policy is part of the school Health and Safety procedures.

This procedure is for those occasions when it may be necessary to seal off the school so that it cannot be entered from the outside or left until an all clear is announced. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or in the near vicinity near to the school.

A lockdown will be implemented when there are potential or real serious risks for the children and staff in school due to a range of possible dangers, for example, a near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (including flooding) or attempted access by persons intent in causing harm/damage (including an extremely aggressive family member).

## **Notification of Lockdown**

Staff will be made aware of this procedure on an annual basis. A Lockdown test will be carried out on an annual basis. Staff will be notified that the lockdown procedures are to take place immediately by verbal warning from the SLT. '**Lockdown**' followed by '**Tables**' is to inform everyone that all procedures are to be followed including going under tables.

## **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 (until told to leave)

When lock down is activated children will be ushered into the school building as quickly as possible and all external doors will be locked and secured. Children will be moved into their classroom and where appropriate internal doors which can be secured will be locked. A register will be taken (emergency register on the back of the classroom door if it is safe to access it).

Children will remain in the room they are in and staff will ensure the windows and doors are closed/locked and where possible children will be moved away from possible sightlines from external windows/doors. Classroom blinds will be closed and remain closed.

Staff not allocated to a class will go into a class and support the teacher. Children will remain in their class during lockdown.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL UNLESS THIS IS PART OF THEIR SPECIFIC ROLE DURING LOCKDOWN**

Staff will support children in keeping calm and quiet during the lockdown.

Staff to remain in their lock down locations until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.

As soon as possible after the lock down is announced teachers should carry out a quick register and notify the SLT immediately of any pupils not accounted for.

### **Staff Roles:**

1. School secretary to ensure that the office is locked and police called when necessary.
2. Headteacher and/or senior leaders to lock the school's front doors and entrances.
3. Individual teachers/ TAs close classroom door(s) and windows. Nearest adult to check exit doors.

### **Communication with parents**

Parents will be notified about the lockdown procedures as soon as it is practical and safe to do so by the secretary via the school's app system – a standard message will be given.

Parents will be told:

***'The school is in a full lockdown situation. All of the external doors are locked. Do not ring school. You will be contacted as soon as the lockdown is over'***

Depending on the nature and severity of the incident, parents may be asked NOT to collect their children from school until they are told to do so as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

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 message will be sent to parents as soon as possible following any serious incident to inform parents of the reason for the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## Lock down drills

Lock down practices 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 will be debriefed to identify required improvements.

## Review

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

## Lock Down Plan

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy Headteacher	Liaison with parents
Teachers/TAs	Pupil control
Secretary	Message to parents/staff

Signals	
Signal for lockdown	Verbal warning by SLT - lockdown
Signal for all-clear	Verbal warning - end of lockdown

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

## Lock Down Plan

Step	Initial response	Check	Time	Signed
1.	Ensure all pupils and staff are inside.	<input type="checkbox"/>		
2.	Secure all entrance/exit 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"> <li>Lock access points.</li> <li>Sit on the floor, under tables or against the wall.</li> <li>Keep out of sight and close blinds to avoid detection.</li> <li>Put mobile phones on silent</li> <li>Turn off lights and computers.</li> <li>Stay away from windows and doors.</li> </ul>	<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.	Use text system to inform parents of lockdown	<input type="checkbox"/>		
8.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
9.	Send a message to parents about lockdown	<input type="checkbox"/>		