

## **Lockdown Policy and Procedures**

### **Introduction**

As part of our Health and Safety policies and procedures the school has a Lockdown 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.

### **Purpose**

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

### **There are two types of lockdown:**

**Amber – partial lockdown:** staff and children remain within the building and teaching and learning continues as normally as possible.

**Red – full lockdown:** the movement of staff and children is not allowed around the building

### **Lockdown Procedures**

Staff will be notified of a lock down by hearing 10 short pips over the internal tanooy system. The loudspeaker siren will be used to call any children in from the main playground and outdoor learning space.

All children on intervention should be returned to their classroom base for registration.

Teachers/TAs must register their children. If registers are not in the room; a class list must be available to use.

All external doors and entry points should be closed, blinds pulled down and air vents closed.

Staff should position themselves next to the internal classroom phones.

Teaching Assistants should check the 3 external doors: Bottom, Playground and Top entrance.

Office staff should immediately lock the front entrance door.

The emergency services should be called immediately.

The Academy Trust will be informed immediately.

**Red – a second set of 10 pips will sound**

All children should position themselves under their tables.

No movement is allowed around the building unless directed by the emergency services.

Lockdown will remain in place until directed by a member of the SLT or emergency services.

All mobile phones need to be switched to silent.

**Parents**

Parents will have access to the lockdown procedures via the school website.

Parents will be contacted via text in the event of a lockdown with enough information to assure them of the welfare of their child.

The school website will be used to update parents.

Parents must be asked NOT to contact the school on the mainline system as this will block the communication line with the emergency services.

Children will not be released to parents until the lockdown is lifted.

**Lifting a lockdown**

Lockdown can only be lifted by the emergency services or a senior member of staff.