



**Fladbury**  
Church of England First School

# Lockdown Policy

## OUR VISION

Every child at Fladbury will know they are loved by God, have a happy heart and be part of a flourishing, well-led school. When they leave Fladbury, they will be well-prepared to meet challenges, confident in their abilities and look forward to their bright future with an open mind.

*John 10:10, "I came that you may have life and have it to the full."*

<b>Governor Committee Responsible:</b>	
<b>Status:</b>	<b>Statutory / Non-statutory</b>
<b>Review Cycle:</b>	<b>Every year</b>
<b>Staff Lead:</b>	<b>J Wilson</b>
<b>Date of Approval:</b>	<b>September 2024</b>
<b>Review date:</b>	<b>September 2025</b>

## **Rationale**

As part of our Safeguarding and Health & 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 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 outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage

## **Notification of lock down**

Staff will be notified that lock down procedures are to immediately take place on hearing the Lockdown Siren – continuous long beeps using the hand held speaker

## **Procedures**

Follow the **CLOSE** procedure

- Close all windows and doors
- Lock up
- Out of sight & minimize movement
- Stay silent and avoid drawing attention

Be aware you may be in lock down for some time:

- Sound Alert – activate lockdown procedures immediately.
- Office Manager will contact the police using a cordless phone.
- Office Manager is to make sure the front entrance door is locked.
- Headteacher will ensure other external doors are locked.
- The signal of the siren, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible via the nearest door or go straight back to class if in the toilets/open areas etc..
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in their classrooms. Staff will ensure windows, blinds, roof openings and doors are closed. The children need to be positioned on the floor away from possible sightlines from external windows/doors. Lights, laptops, smart boards and computer monitors to be turned off. I pads are to be kept on to access emails. Any mobile phones can be kept on silent. Wherever possible, use silent communication to keep noise to a minimum.
- The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- Once the police are called the School Office will hand out the registers. A roll call will be taken once in lockdown positions.
- The Headteacher and Office Staff will ensure all outside doors are secure and then base themselves in the corridors by the offices.
- Other staff, visitors etc.. should base themselves in the nearest room.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff that there is an all clear.

This will take place by a verbal 'all clear' message from the Headteacher

### **Staff Roles**

- School Office Staff ensure that the front entrance door is locked and police called if necessary.
- Head teacher to shut and lock any external doors that can be opened from outside and shut the inside office door.
- Teachers/TAs lock or close the classroom doors and windows. Nearest adult to check exit doors in departments are locked.
- Staff or children in the hall taken to the classroom
- All other staff/ visitor head to the nearest classroom.

## **STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**

### **Communication with Parents**

Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This information will be shared as soon as is practicable through Class Dojo. They will be given enough information about what will happen so that they :

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told "Fladbury First School is in a full lockdown situation. During this period the phone lines and entrances will be un-manned, external doors locked and nobody allowed in or out..."

Pupils will not be released to parents during a lockdown

If the end of the day is extended due to the lockdown, 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 as soon as possible 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 these procedures in very rare circumstances.

## **IN THE EVENT OF A FIRE ALARM DURING A LOCKDOWN**

In the event a school is in lockdown and the fire alarm sounds. The Office Manager or Headteacher ensuring that they have a mobile phone to communicate, should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and a SLT member of staff sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered, this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

To minimise the risk of this happening, during a lockdown:

- Ensure that all cooking processes are stopped.
- Isolate any high risk activities- this could be Science, Art, ongoing maintenance works etc
- Increase staff vigilance. Ensuring that all fire doors are closed – reducing any likelihood of the spread of fire. Also, ensuring that all available exit routes are un-obstructed and immediately available.
- Good communications – Should the Fire Alarm activate then an initial investigation to be carried out. If this proves to be a false alarm and there is no risk from fire, then and only whilst the building is in Lockdown, you may not need the occupants to evacuate.
- If however there is a fire, then the risk of staying within the building would be too great and an evacuation would need to be carried out. Partial evacuation may be better than total evacuation, especially if a fire is located in an outbuilding etc. and therefore does not immediately pose a risk to the occupants. This must be completed with a robust risk assessment process.
- Should a fire be confirmed, the emergency services will be contacted immediately, with school passing on that the school is on “lockdown”.
- Advice from the fire service states that any incident of this nature will be “dynamic” and procedures cannot be written for all contingencies. An evacuation or the continuation of the lockdown would be decided based on the biggest risk, and what additional resources are available at the time

### **Invacuation drills**

Practices will take place a minimum of three times 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 part of the School’s Health & Safety procedures