

Westlands Primary School Lock Down Policy and Procedures

Lock Down Policy and Procedures

Rationale

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.

A lockdown is implemented when there is serious security risks of the premises due to, for example, 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 lock down procedures are to immediately take place on hearing a long continuous bell.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, interior doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, IWB and computer monitors to be turned off.
3. Children 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 siren goes.
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by a key member of staff in person that there is an all clear.
7. 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. Office staff ensure that their office(s) are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manger to head to Office/ Back gate to Nursery.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
5. Kitchen Staff to lock back door to kitchen and turn off lights.
6. Staff are able to access any children's emergency medicines which are kept in a locked cupboard in each classroom.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's website/ telephone.
- 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices 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.

Government Alert Notification Update

In line with new systems put into place from the Government staff are aware of the Emergency Alert notification. Should this be activated our "Lockdown" procedures will triggered and staff and children will follow the guidelines until further information is gathered.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

Signed: Mrs M. Al Agouri (Deputy Headteacher)

Date: Autumn 2022

To be reviewed Autumn Term 2023.