



ENSTONE PRIMARY SCHOOL

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. This is designed to 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 a serious security risk on or near the school site, but not inside the building, for example: a 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 lock down procedures are to immediately take place on hearing an **intermittent alarm bell** when inside the building or a **continuous hand bell** when pupils are outside. The internal phone system will be used by office staff to contact Glyme Class (and anyone else using the hall building). Office staff will inform relevant staff in this building by stating **“WE ARE IN LOCK DOWN”**

Procedures:

1. These signals will activate a process of children being ushered as quickly as possible into the school buildings, if on the playground or field, the locking of the school's offices and the monitoring of outside doors (which are always locked).
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 and screened where possible and children are positioned away from possible sightlines from external windows and doors. Where possible, children will take up position beneath their table.
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 signal sounds.
4. Children and staff working upstairs should move into and/or remain in the group work room.
5. NO ONE SHOULD MOVE ABOUT THE SCHOOL.
6. Staff to support children in keeping calm and quiet.
7. Staff and pupils to remain in lockdown positions until informed by Headteacher, Senior Teacher in charge or Bursar/Administrator, in person, that there is an all clear.
8. As soon as possible after the lockdown all teachers and pupils to return to their base classrooms where a roll call will be conducted. Staff to notify the office immediately of any pupils or adults not accounted for.

Staff Roles:

1. Office staff to ensure that their office door is locked, and the police called if necessary.
2. Headteacher or Senior Teacher in charge to check that all external doors are locked with thumb locks or keys as well as electronic keypad entry locks.
3. Individual teachers/TAs to close classroom doors and windows, close window blinds and turn off lights.
4. Catering Staff to lock back door to kitchen and turn off lights.

STAFF MUST NOT LEAVE THE PREMISES DURING LOCKDOWN WITHOUT DIRECT AGREEMENT OF THE HEADTEACHER.

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 – email group / text alert.
- 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.
- A letter or email to parents will be sent at the earliest opportunity following any serious incident to inform parents of the context of the lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down drills will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures takes place, and staff are debriefed so that concerns may be raised and any necessary improvements made.

Date Adopted: October 2024

Review Date: October 2027

Signature of Chair of Governors:



Signature of Headteacher:

