

Errington Primary School

Lockdown Policy and Procedures



This policy has been subject to an Equality Impact Assessment by:

Author/Reviewer: Sarah Rule

SLT/EET: Sarah Rule/Claire English/Allan Fishpool

Governors/Trustees: Anthony Senior

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact? No

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised? yes

Rationale

As part of our health and safety policies and procedures, the school has a lock down 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 lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

☐ Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place via a 'Walkie Talkie' message.

Procedures

- ☐ Office staff are to make sure the front entrance door is locked.
- ☐ Headteacher will ensure other external doors are locked.
- ☐ Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- ☐ School Business Manager will contact the police.
- ☐ Front gate and entrance door to be opened by the Headteacher or School Administrator only.

☒ The signal of the continuous whistle, will activate a process of children being ushered into the school building if on the playground or in the outdoor EYFS area as quickly as possible.

☒ 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 the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.

☒ The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.

☒ A roll call will be taken and reported to the school office.

☒ Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds.

Headteacher and/ School Business Manager or SLT to ensure all outside doors are secure and then base themselves in the corridor.

Site Manager and any cooking staff base themselves in the kitchen.

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 or Business Manager.

☒ As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

☒ School Business Manager ensure that the front entrance door is locked and police called

if necessary.

☐ Head teacher to shut and lock the outside and shut the inside office door.

☐ Catering staff to lock the kitchen and hall door and remain in the kitchen.

☐ Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.

Nearest adult to check exit doors in KS2/KS1/EYFS are locked.

☐ Staff on PPA stay in staffroom

☐ Staff or children in the hall taken to the classroom

☐ All other staff/ children head to the nearest classroom.

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

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Communication with Parents

☐ If necessary, parents will be notified as soon as it is practical to do so via the school Parentmail system.

☐ 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 lockdown

☐ Parents will be asked not to call school as this will tie up emergency lines

☐ 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.

Evacuation drills

Practices will take place a minimum of twice 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.

Date of Approval/Revision	December 2023	
Review interval (years)	1 yearly	
Responsible Officer	SLT/Sarah Rule	
Approval/review body (ies)	Local Governing Body	
Date of next review	December 2024	
Public File location	Errington website	