



# Lockdown Policy September 2023

## Policy Review

This policy was adopted, reviewed and agreed by the Governing Board on 19/09/2023  
It is due for review in Autumn 2026 (3 years from the above date).

Signature Chair of Governors:

Mrs K Redrup

***All the governors and staff of Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.***

## Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	Sept 2023	AD	Y	New Document
2				

## Introduction

1. Lock down procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school to deny entry. 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.

2. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, serious air pollution, civil disturbance, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

## Notification of Lockdown

3. Staff will be notified that lock down procedures are to take place immediately on hearing the alarm 'LOCK DOWN, LOCK DOWN, LOCK DOWN' communicated verbally, on walkie-talkies and by email/text. In this event, all adults are to ensure the message is communicated by word of mouth as soon as possible.

## Procedures:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

4. The lock down signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe. All blinds should be closed where possible.

5. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, learning boards and computer monitors are to be turned off. Mobile phones are put on silent mode.

6. Children, adults (e.g. volunteers) 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 lockdown procedure is engaged. All internal doors including classroom doors are to be locked.

7. Individual teachers/TAs lock/close classroom door(s) and windows. Year 1 and Year 4 adult to check corridors. Admin staff to close reception area. Leadership will check all areas and establish classes are locked down safely, windows closed, blinds drawn and doors locked.

8. No adult or child to leave the room for any reason whilst in lock down.

9. Catering Staff to close the shutter to kitchen and turn off lights.
10. If practicable staff should notify the leadership office that they have entered lock down and identify those children/adults not accounted for, and report any extra children who are now in lockdown in the room with them.

#### NO ONE SHOULD MOVE ABOUT THE SCHOOL

11. Staff to support children in keeping calm and quiet.
12. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team or Office Staff in person that there is an all clear.
13. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

#### Staff Roles:

14. Headteacher/Deputy (or Business Manager in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown. Coordination will be undertaken in the Leadership office on the first floor of the main building.
15. Headteacher/Deputy or Business Manager to call police and Local Authority if necessary.
16. If a class is out of school e.g. at the church or on a trip office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
17. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
18. Do not allow anyone out of the classroom during a lockdown under any circumstances.

#### Communication with parents

19. If necessary parents will be notified as soon as it is practical to do so via Dojo.

#### Parents will be told:

'... the school is in a full lockdown situation. For the duration of this lock down entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not contact or come to the school. You will be notified as soon as lock down is over...'

20. 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 by the office staff or the emergency services. A letter to parents will be sent home as soon as possible following any serious incident/lock down to inform parents of the context of the lockdown and to encourage

parents to reinforce with their children the importance of following procedures in these very rare circumstances.

#### Lock down drills

21. Lock down practice will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

#### Review

22. The governing body reviews this policy every three years.