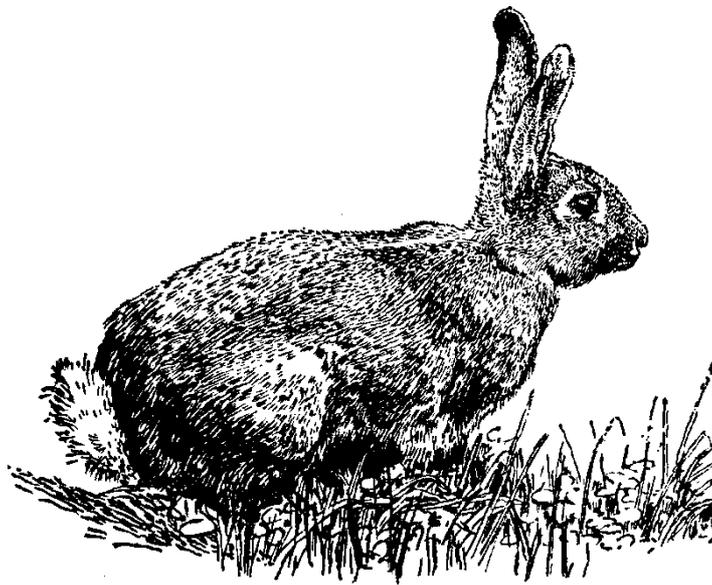


*Harefield
Junior School*



Lock Down Policy

January 2015

Rationale:

Harefield Junior School is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and Staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the General Office to receive a “Visitors Pass” which is to be worn and clearly displayed.

A school lockdown is a serious, and possibly distressing event for a school, it is only implemented in the most serious of circumstances. For instance, if the community were in serious danger of being injured by an intruder. A potential crisis is best dealt with by deescalating a situation as an early lock down may inflame the situation. Lock down is hardly ever used and is rarely the first option.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

The lockdown policy applies when children and adults need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be shared with all staff and agreed by governors.

Implementation:

Authorised persons’ role:

If recognising the situation calls for lockdown, the Headteacher or SLT member will depress an air horn. This will set off a chain reaction of horns. If circumstances so require this system can be implemented by any staff member. The horn will place the school into a lockdown situation. It will be the responsibility of the Headteacher, Assistant Head and/or office staff or senior person to immediately call the police and inform them of the immediate and serious danger. A second person should call the local authority on another phone. The Infant School should also be called. Please see **Appendix 1** this is kept by key individuals in the school.

A lockdown position assumes that children will be in class and the room locked. All children and adults will be scooped into the nearest available room to be locked. The door will not be open, until the emergency services, identified by a senior member of staff, indicate it is safe to do so.

The Headteacher, SLT member or office staff will assume a lockdown position themselves in the office, while maintaining phone contact with police. When the police, army

or similar body arrive, they will make contact with the headteacher or authorised person when the threat has been averted. The headteacher or responsible person will go to each door and say his name and the password “Cromwell”. The door should not be opened unless the password is said.

- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest occupied classroom.
- Staff who are not teaching at the start of a lockdown, should lock the staffroom or if in the grounds, go to the nearest classroom. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a “Visitors Pass”. If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down, and join whoever is in that room.
- Close the curtains or blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or under the tables or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- Do not allow students to use mobile phones.
- Insist that students and adults remain completely quiet.
- No one is to answer the door under any circumstances unless told to do so by emergency services or a SLT member.
- Remain in this position until “all clear” is announced.
- After the “all clear” is sounded, the headteacher or person in charge can authorise the contacting of parents, if appropriate.

For parents

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s website. On the very rare occasion a lockdown is called, Harefield Junior School will endeavour to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. If a child’s stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child.

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and well-being of your child and school personnel, so there may be a departure from the regular school pattern**.

Intruder procedures

- All visitors to school must first register at the General Office, receive a “Visitors Pass” to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.

- In such a case, they should use the following procedure:
- When alerted to the presence of an intruder, take another staff member with you to help deal with them.
- Ask a third staff member who is not involved to call the Office.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Headteacher to have the police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so call the police immediately and report the situation to the Headteacher.

Lockdown Drills

Lock down practices will take place 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. Because of the upsetting nature of the drill the community may be warned in advance of it occurring.

Evaluation and Review

This policy will be reviewed as part of the school's four-year review cycle, and at times when our emergency management procedures are under review.

LOCKDOWN PROCEDURE

Initiate lockdown by sounding air horn continuously

Contact:

- **POLICE – 999**

Saying... “This is Harefield Junior School, Park Lane, Harefield, Uxbridge, UB9 6BJ. We are in a lockdown situation.” – respond to police questioning

- **Harefield Infant School – 01895 671954**

Saying... “This is Harefield Junior School. The school is in lockdown, we have contacted the Police, please notify the community and The Harefield Academy.”

If possible, give brief details of threat depending on the circumstances.

- **Local Authority – 01895 250111**

Saying... “This is Harefield Junior School. We have implemented a lockdown procedure, we have notified the Police and Harefield Infant School.”

If possible, give brief details of threat depending on the circumstances.