



**Woodfield Primary School**  
**Keeping Safe in School Policy**

**Document Approval**

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:	26.05.17	26.05.17
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

**Document Review**

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

**Document Control**

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

**Document History**

Filename: Emergency Lock-down Procedures				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	SB	JC	26.05.17
2.0	Reviewed: 5 <sup>th</sup> June 2017	SM	JC	06.06.17
3.0	Review date: May 2018			

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## Keeping Safe in School Procedures

The lock-down procedures could be triggered by a number of situations including:

- An incident in the local community.
- An unauthorised person on site.
- A stray animal on the premises.

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the procedures below.

Remain as calm as possible to ensure the children are emotionally supported.

**Alert Sound:** The below prompts will indicate that lock-down procedures should be actioned immediately.

- **On instruction from the Headteacher, the Business Manager or Admin Officer will activate the school bell sounding 3 short blasts of two seconds each a five second pause and again 3 short blasts.**

**Action:** The action below must be implemented once the Lock-Down alert has been activated.

- **All children and staff should, with immediate effect, remain in the room.**
- **Staff in offices should remain in the office(s) in which they are based.**
- **The Business Manager or Caretaker will lock the front door.**
- **The Caretaker will close blinds and switch off lights in any unoccupied rooms and ensure all other external doors are locked throughout the school building.**
- **Any staff or children out of their room should return to their relevant base room or the nearest safe classroom.**
- **All window blinds to be closed (where applicable), lights turned off and external doors locked by staff in room(s).**
- **The Headteacher will evaluate the incident to ascertain the next actions required.**
- **Kitchen or Kids Utd staff to lock the outer kitchen door, then await further instructions from a senior manager.**
- **If an intruder attempts to access the building Call 999 and ask for police assistance, stating the school name and address.**
- **Follow the instruction given by the Police**

**End of Incident:**

- **Once the situation is resolved , on instruction from the Headteacher, the Business Manager or Admin Officer will activate the school bell sounding 3 short blasts of two seconds each a five second pause and again 3 short blasts to notify staff that the lock-down has been released.**

**Debrief:**

The Headteacher or Deputy Headteacher will debrief all staff on the incident and inform all parents what had occurred, and provide reassurance for the safety of all children and staff  
 OFSTED to be informed of the incident.  
 Security risk assessment to be reviewed.

**A practice of these procedures will be undertaken every half term.**

Date approved:	6 <sup>th</sup> June 2017
Review Date:	May 2018 (or earlier/as required)
Signed Headteacher:	<i>J.A. Charley</i>