



## **YEW TREE COMMUNITY SCHOOL**

### **LOCK DOWN POLICY AND PROCEDURES**



As part of our Health and Safety policy we have a Lock Down policy because on very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside.

A rare occasion could include:

- A reported incident/civil disturbance in the local community
- An intruder on the school site
- A risk of air pollution e.g. chemical spillage, smoke plume, gas cloud
- A major fire
- The proximity of a dangerous dog

#### **Notification of lock down**

Staff and pupils will be notified that lock down procedures are to take place immediately by the sounding of the lock down alarm.

#### **Procedures**

Staff will usher the children into the school building as quickly as possible if they are in the playgrounds or the outside classrooms when they hear the alarm; if possible go to their own classrooms.

#### **OR**

When they hear the alarm, staff and children will remain in their classroom, close all windows and lock doors if possible.

Children or staff not in class for any reason (e.g. toilet, interventions) will go to their classroom as quickly as possible.

Leadership team and office staff will go directly to the assistant head's office and take precautions above. Office staff will bring their laptop computers.

Designated staff will ensure exterior doors are closed and then return to their area.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

As soon as possible after the lock down staff should notify the assistant head's office – 206 of any children not accounted for. Staff in the office will notify police, using 999. SLT will also have mobile phones for communication.

Office staff will notify parents via school's text message system that either:

'School is having a "lockdown" practice and no-one will be allowed to leave or enter the building until the practice is complete.'

*'School is in "lockdown" and no-one will be allowed to leave or enter the building until we give the all-clear. Further information will be sent asap. Do not phone.'*

Once the all clear has been given the office staff will notify staff via the internal telephone system. Teachers in a classroom with an internal telephone will notify their year group colleagues.

A letter will be sent to parents the following day explaining the context of the lockdown (unless it was a practice).

#### **Lockdown drills**

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation.

The Executive Head, Heads of School and Business Manager will monitor the efficacy of the drill; staff are expected to report any flaws in the system.

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