



## Lockdown Policy

Date	Review Date	Coordinator	Nominated Governor
December 2017	December 2019	Mel Servent	Safeguarding

### Rationale

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 lockdown is implemented when there is a serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by un-authorised person's intent in causing harm / damage.

### Notification of Lockdown

Staff will be notified that lockdown procedures are to immediately take place on hearing 'lock down lock down' on the radio. Every member of staff has a radio that is collected each morning and returned to docking stations at night. The radio also has a torch function. These need to be switched on during the school day and will be used for emergency communication.

### Procedures

1. This signal will activate a process of the children being ushered into the school building if on the grounds as quickly as possible and the locking of the doors and windows with any blinds pulled down where ever possible.
2. If children are on the KS2 playground they will enter the building through the door leading to KS2 toilets.
3. If children are on the field then they will enter the building through the door next to Class 2. The teachers on duty must be the final person to enter the building and secure the door behind them.
4. If staff or children are in the School House then they should remain in the School House with the main door locked, shutters down in library and blinds down in Sparkle room. There is a turn lock on the external door to the wind-chime garden and the bolt will need sliding across.
5. If cook is in the POD then remain there with the door locked and blinds closed. Key must be kept inside the pod.

6. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off.
7. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with the class and class teacher
8. Children to be counted against register as soon as possible and any anomalies reported immediately to Headteacher.
9. Staff to support children in keeping calm and quiet.
10. Headteacher and SBM to be based in front office.
11. Headteacher will radio each class "Class 1 how many children? Which adults?". This will be repeated for each class. They will then radio any staff who have not been accounted for but will not ask for location.
12. Staff to remain in lockdown positions until informed by the Headteacher or SBM that it is 'all clear'.
13. After lockdown has been cleared all staff and children to return to their base classroom and conduct a full register and inform immediately of any pupils not accounted for.

#### Staff Roles:

1. Number of children present each day must be written on the whiteboard in the classroom.
2. School Business Manager ensures that the front door is locked and their office is locked, windows screened and police called if necessary.
3. Individual Teachers / HLTAs / TAs close classroom door(s) and windows.
4. Headteacher to conduct internal perimeter check ensuring all entrance doors are locked and rooms are secure. If any children are found around the building they will be escorted to the nearest occupied classroom. This will include door to wind-chime garden, hall exit doors and rear door to carpark.
5. During lunchtime LSA will secure hall doors and close curtains.

#### Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – school website & parentmail.
- 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 may tie up emergency lines.
- If the end of the day is extended due to a lockdown, parents will be notified when and where to collect their children.

A letter will be released to parents from the school after the event, explaining the reason for the lockdown procedure, also asking parents to reinforce with their children the importance of following procedures in these very rare circumstances\_

Lockdown drills

Lockdown practices will take place twice a year to ensure everyone knows what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	



## LOCKDOWN PROCEDURE

Initiate lockdown by radio “lock down, lock down”

Contact:

- POLICE – 999

Saying... “This is Yelvertoft Primary School, School Lane, Yelvertoft, Northants, NN6 6LH

We are in a lockdown situation.” – respond to police questioning

- Local Authority Emergency Planning – 07885 292851

Saying... “This is Yelvertoft Primary School. We have implemented a lockdown procedure, we have notified the Police.”

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