



# Lock Down Policy and Procedure

School Name	Cherry Lane Primary School
School Address	Sipson Road, Hillingdon, UB7 9DL
Date Policy Revised (Premises Committee)	September 2018
Date of next revision	September 2021 or sooner

Cherry Lane Primary School is implementing this policy to detail the procedures that the school will take in the event that there is a requirement to lock the school down.

Lockdown procedures should be seen as 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.

**A school lockdown is a serious, and possibly distressing event for a school, it is only implemented in the most serious of circumstances.**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident /civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils in the school)
- A warning being received regarding a risk locally (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school.

Please be assured in the event of a lockdown the overriding consideration for the school is the **safety and well-being of the children and school personnel and visitors.**

**Procedure for Lockdown:**

Signals	
Signal for lockdown	Internal Alarm
Signal for all-clear	Verbal Communication from SMT & Site Team

Safe Areas / Communication	
Rooms suitable for lockdown	All classrooms have lockable doors All offices have lockable doors Dance studio

Entrance points (e.g. doors, windows) which should be secured	<p>Internal classroom doors</p> <p>All windows</p> <p>(all external doors are already locked as part of normal security)</p> <p>All 'new building' external doors</p>
Internal communication arrangements	<p>Classroom phones/mobiles</p> <p>Lock Down App downloaded on selected staff members' mobiles</p>

Procedures	
1	<p>Teachers responsible for their own class. Ensure all pupils are inside the school building. Staff and children who are outside but near buildings are to move into the closest classroom if safe to do so.</p> <p>Position children in the most non-visible positions.</p>
2	<p>Lock / secure entrance points (e.g. doors, windows) to prevent any intruders entering.</p>
3	<p>SMT to dial 999 and establish communication with the emergency services as appropriate.</p>
4	<p>All staff take action to increase protection from attack:</p> <p>Block access points (e.g. move furniture to obstruct doorways)</p> <p>Sit children on the floor, under tables or against a wall, stay out of sight</p> <p>Close all blinds</p> <p>Turn off lights</p> <p>Stay away from windows and doors</p> <p>Staff should encourage the children to keep calm</p>
5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access</p>

6	If possible, check for missing / injured children, staff and visitors. Staff to communicate using classroom phones/mobiles with the Head teacher/Deputies for any concerns over missing children/staff. All mobile phones must be on 'silent.'
7	Remain inside until an all-clear has been given by SMT/Site Manager or unless told to evacuate by the emergency services.
8	SMT will instruct admin staff when to communicate Lockdown Alert text message to parents.

### **Communication between the school and parents.**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety

Parents are asked

- Not to contact the school, calling the school could tie up telephone lines that are needed for contact with the emergency providers.
- Not come to the school, they could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- To wait for the school to contact them about when it is safe to come to get their children, and where this will be from.
- Children will not be released during a lockdown.

Parents will be told

*"Due to an incident the school is in full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling."*

## **Intruders**

All visitors to school must first register at the Main Office, they will receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without school identification may be questioned.

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 Headteacher/SMT.
- 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 co-operate, do not escalate the situation. Contact the Headteacher/SMT who will contact the police.
- 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 report the situation to the Headteacher, to have the police called immediately.
- Staying safe is priority.
- The childrens' centre will be alerted when the school is in lock down.

## **Partial Lockdown**

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate action**

- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

- Staff should await further instructions. All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Lockdown Drills**

Lock down practices will take place to ensure everyone knows exactly what to do in such a situation. Staff will be able to differentiate between lock down alarm signal and fire alarm signal. Monitoring of drills will be carried out and debriefed to staff so improvements can be made.

**Because of the nature of the Lockdown drill, parents and school staff may be warned in advance of it occurring. Drills will be carried out in an age appropriate and sensitive manner.**

## **Evaluation and Review**

This policy will be reviewed and updated as required.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. The children's centre will be consulted prior to any drill taking place.