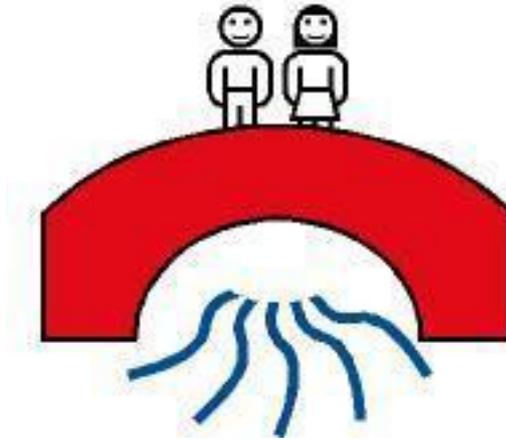


Loddon Primary School



Lock Down Procedure

Author: Sarah Phillips

Committee responsible: Environment

Date of last review: November 2017

Date of next review: November 2020

Authorised on 22 November 2017

_____ (signature)

Sarah Phillips

Headteacher

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Sue Ambaum

Committee Chair

Lockdown Procedure

This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations. **This procedure can be used when there is a serious threat external to the school or in the local vicinity** (for example, a person has entered the school grounds who may present an **immediate physical threat**). This procedure also protects staff that could otherwise be drawn into a confrontation with a potentially violent or armed intruder.

This procedure could also be used for an intruder within a school building, **however** in such cases a decision would be needed as to whether it is safer to evacuate and disperse children from the area, rather than keeping them in their classrooms.

Under the lockdown procedure the following actions should be taken:

- Signal lockdown using designated procedure SLT member to walk up and down signalling lockdown; telephone to Foundation Stage, Year 1 and Parent Hut.
- **Head Teacher, office staff and other senior non-teaching staff who can be safely assembled, should form a School Emergency Response Team. Refer to the school's Critical Incident plans, ensure communication (eg office has designated mobile phone for official communication only, radio tuned to local station, etc.)**
- Office staff to set the pedestrian automatic gate to 'barred' to disable the fob system.
- Contact Site Controller, contract staff and Out of School Club staff to inform of situation.
- Office Staff to notify parents via parent mail.
- Office staff to activate the emergency direct dial line for parents to use, this will contain a recorded message with the latest news on the situation.
- Check the halls and get all pupils and staff into the closed classrooms or safe areas. Keep all pupils in your classroom until given the all clear.
- Consider locking or wedging your doors if possible, shut windows and blinds.
- Take a headcount of pupils and staff in the classroom.
- Turn off air ventilation units in kitchen, DT kitchen, ICT suite, office and sensory room.
- Turn all lights off if necessary.
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game.
- Do not allow anyone out of the classroom during a lockdown procedure, in any circumstances.
- Teachers should remain with their pupils at all times.
- If the teacher is out of class at the time of the incident, they should attempt to go back to the classroom IF SAFE TO DO SO. However, if this is too risky or dangerous, they must try and make contact with the children as soon as possible.
- If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover. Such procedures have saved lives in some school shooting incidents.
- Parents should not be allowed to pick up their children during a lock down procedure. Children will be released after an all clear is given (or through a managed process where this is part of the response to an on-going incident)
- Wait for the all clear or further instruction from official sources. Bear in mind that it may be necessary to maintain this situation for several hours, or overnight in extreme circumstances.

This policy was reviewed in consultation with staff and Governors in November 2017. It will be reviewed in the light of any changes to school practice and at least every 3 years.