



LANDAU
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MOORHEAD

Policy Name	Lock Down Policy
Policy Number	POL015
Date of Issue	November 2018
Author	Mr M Clenaghan
Reviewed by	Mrs S Blair
Date of next review	January 2024

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
February 2022	Mrs S Blair	Updated with Class Dojo as parent communication and actions amended to reflect staff safety	February 2022
January 2023	Mrs S Blair	Reviewed and no changes made	

Rationale

As part of our Health and Safety policy and procedures the school has a Lock Down Policy. On very rare occasions it may be necessary to restrict access to the school so that it cannot be entered from the outside.

This will ensure 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 lock down is implemented when there are serious security risks for the premises due to, for example

- Nearby chemical spillage
- Proximity of dangerous dogs
- Serious weather conditions
- Attempted access by unauthorised people intent on causing harm/damage
- A major fire in the vicinity of the school

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing an audible alarm. To differentiate between the fire alarm the fire alarm is one continuous sound :

“Please stay in your classrooms and await further instructions”

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors, close blinds

Lock up, an upturned table to be placed against each exit door.

Out of sight and minimise movement

Stay quiet and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building, if outside, as quickly as possible. The locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the 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. Mobile phones are to be put on silent mode.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets

when lockdown procedure is engaged.

4. If practicable staff should notify the office by phone that they have entered lock down and identify those children not accounted for.
5. Social media is not to be used and the office staff will contact parents via Class Dojo

NO ONE SHOULD MOVE ABOUT THE SCHOOL

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, or Office Staff that there is an all clear. "You may now continue to move around the school"
8. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles

1. Office staff to ensure that the office is locked and police called if necessary.
2. Site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Intruders on the school grounds

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on our premises. Prior to confronting the intruder review your own personal safety and if in any doubt do not engage and call the police. If safe to engage the intruder, you should use the following procedure

- When confronting an intruder, have a school radio and take another staff member with you, if possible. If there is a requirement for the police to assist, contact can be made with the office immediately. Consider whether the intruder is volatile and consider making radio calls for police assistance out of earshot
- Ask a third staff member who is not involved to call the office who should inform the Head Teacher immediately.
- Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
- If possible attempt to direct the intruder away from building/classroom areas

towards the main entrance gates. Use casual conversation or body language to calmly direct the situation.

- If the intruder refuses to cooperate, do not escalate the situation. Leave, radio the office to call the police and report the situation to the Head Teacher immediately.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Back away slowly and leave the area.
- Both of your hands should be up with your palms facing the intruder while slowly backing.
- When safe to so radio the office to call for the police
- As soon as it is safe to do so, report the situation to the Headteacher.

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 - Parents will be told: **'.the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out...'**

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 lock down. 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 the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

Lines of communication with Emergency Services will be kept open as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, Derby City Emergency Planning team has the capacity to provide humanitarian assistance by establishing a reception centre

for friends and family outside of the cordoned area, if required.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.



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Date	November 2018
Change Made	Version 2.0
Made By	Mrs S Blair