

WEST PARK PRIMARY SCHOOL

Lockdown Policy and Procedures

1. All schools should consider the need for robust and tested school lockdown procedures. 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.
- 1.1 Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school so that it cannot 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.
- 1.2 A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

2. Notification of Lockdown

- 2.1 Staff will be notified that lockdown procedures are to take place immediately, see table below.

Signals	
Signal for lockdown Alert to staff: "partial lockdown" or "full lockdown"	Fire Alarm/Bell – 5 Clear separate rings of the bell Verbal confirmation – Telephones/SLT/Admin Team phone the classroom or Walk Round Electronic – SIMS Message/Teams/Email Message/Mobile Phone Text from SIMS
Signal for all-clear	Verbal confirmation – Telephones/SLT Walk Round Electronic – SIMS Message/Teams/Email Message/Mobile Phone Text from SIMS

3 Procedures:

- 3.1 Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure - Be aware you may be in lockdown for some time

- 3.2 The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's outside doors where it is possible to remain safe.

- 3.3 At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/ locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, whiteboards to be turned off. Mobile phones are put on silent mode so they do not give away your position. Laptops to be moved out of visibility (but kept on for communication purposes).

- 3.4 Children, adults (e.g. volunteers, visitors) 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.
- 3.5 No adult or child to leave the room for any reason whilst in lockdown.
- 3.5 Staff on PPA to lockdown in the PPA room; remaining quiet with no kettles on, door to carpark locked and blinds drawn.
- 3.7 Catering Staff to lock kitchen door, close and lock the door to kitchen and turn off lights.
- 3.8 If practicable staff should notify the school reception by Teams via the class iPad or computer that they have entered lockdown and identify those children not accounted for and of any extra children and adults who are now in lockdown in their room with them via TEAMS (Lockdown Channel).

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- 3.9 Staff to support children in keeping calm and quiet.
- 3.10 Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Admin Staff or Emergency services in person that there is an 'all clear'. This can be in person or by Teams
- 3.11 As soon as possible after the lockdown teachers return to their classrooms and conduct a register on TEAMS (Lockdown Channel) and notify the office staff immediately of any pupils not accounted for. This is for staff on PPA.

4 Staff Roles:

- 4.1 Headteacher, Deputy Headteacher (or School Office Manager (SOM) in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- 4.2 Head or SOM to call police
- 4.3 If a class is out of school e.g. at the leisure centre, church or on a trip admin staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
- 4.4 Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
- 4.5 Do not allow anyone out of the classroom during a lockdown under any circumstances.

5 Communication with parents

- 5.1 If necessary, parents will be notified as soon as it is practical to do so via SIMs
- 5.2 Parents will be told: 'the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'
- 5.3 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.

5.4 Pupils will not be released to parents during a lockdown.

5.5 Parents will be asked not to call school as this may tie up emergency lines.

5.6 If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

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

6. Lockdown drills

6.1 Lockdown 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.

7. Review

7.1 The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Adopted: July 2024

Next review: July 2026

West Park Primary School

Full Lockdown Procedures

Full Lockdown Procedures

In the event of hearing 5 clear separate rings of the bell, stay indoors, in the room/classroom that you are in. If you are outside when the bell sounds, make your way to your classroom through the nearest door.

Adults to check toilets quickly.

1. Close and lock all doors and windows and turn off lights.
2. Close all window blinds, if safe to do so.
3. Keep away from line of sight of main doors, unseen from any windows/doors
4. Remain where you are and await further instruction from senior members of staff.
5. If the fire alarm sounds, await further instructions.

A Teams message will be sent to all staff giving instructions as to what to do – please ensure that this is checked and not on the screen for the children to read.

If you are with children, it is important to:

- remain calm
- reassure them
- remind them to follow your instructions