



# **LOCKDOWN POLICY**

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**2024**

**HEADTEACHER: ALEX BRAMLEY**

### Marsh Lane Lockdown Policy

Date	Review	Responsible	Named Governor
April 2024	2025	Alex Bramley	Ruth Shaw

### Rationale

As part of our health and safety policies and procedures, the school has a lock down policy.

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.

A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

### NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On receipt of a bomb threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

### Notification of lock down

Staff and children in the Main School House will be notified that lock down procedures are to immediately take place on hearing a continuous bell ringing.

Staff and children in the School House will be contacted by the School Business Officer via the telephone. A bell will then be used in this building to alert staff and children.

### Procedures

- Office staff are to make sure the front entrance door is locked.

- Headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- Office staff / Headteacher will get the school mobile phone and contact the police.
- Front gate and entrance door to be opened by the Headteacher or School Administrator only.
- The signal of the ringing bell, will activate a process of children being ushered in to the school building if on the playground as quickly as possible
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The Headteacher will decide if children and staff would be safer in the hall or in on a particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions.
- Once the police are called the School Business Officer will hand out the registers.
- Children or staff not in class for any reason will proceed to their own classroom and remain with that class, e.g. children using toilets when the bell is ringing.
- Headteacher and School Business Officer to ensure all outside doors are secure and then base themselves in the corridor.
- Visitors should remain in the classroom they are in at the time of the lockdown.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Business Officer.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

### Staff Roles

School Business Officer ensure that the front entrance door is locked and police called if necessary.

Head teacher to shut and lock the staffroom door.

Catering staff if on-site to remain in the school hall.

Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.

Nearest adult to check exit doors are locked.

Staff who have chosen to take PPA in school to stay in the staff room.

Staff or children in the hall taken to the classroom

All other staff/ children head to the nearest classroom.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

### Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school text system and / or Class Dojo.

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 will tie up emergency lines

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 office staff or emergency services

A letter to parents will be sent home as soon as possible 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 these procedures in very rare circumstances.

### Evacuation drills

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 debriefed to staff so improvements can be made. (Children will not be asked to hide during practices)

Management and Control	
Nominated Person	Responsibility
Alex Bramley (or another designated person in his absence)	Begins the lockdown procedure based on evidence / advice provided.  Initial contact with the emergency services (or delegated responsibility for this)
Caroline Yorke	Liaison with parents
Class Teachers	Pupils

Signal for lockdown	<ul style="list-style-type: none"> <li>Non-continuous but repetitive bell ringing</li> <li>Verbal communication "Full Lockdown"</li> </ul>
Signal for all-clear	Verbal communication, "All Clear"
Specified assembly points	Any rooms within the school
Entrance points	<ul style="list-style-type: none"> <li>Main entrance</li> <li>External doors</li> <li>Fire doors</li> </ul>
Communication arrangements	<ul style="list-style-type: none"> <li>Telephone System</li> <li>Mobile phones</li> </ul>

Lockdown Plan				
Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside	<input type="checkbox"/>		
2	Secure all entrance points to the school	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points</li> <li>Keep out of sight and draw blinds to avoid detection</li> <li>Put mobile phones on silent</li> <li>Turn off lights and computers</li> <li>Stay away from windows and doors</li> </ul>	<input type="checkbox"/>		
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		