

# Lock Down Policy



September 2022  
Review September 2023

## Introduction

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the school
5. The close proximity of any dangers/risks which are deemed serious enough for lock down protocol to be initiated

Verbal signals to warn of these dangers will be given.

In the event of an actual lock down, parents will be notified by a text message as soon as possible.

## Plan

The school's lock down plan is as follows:

### Signals

Signal for lock down: Verbally communicated

Signal for all clear: Verbally communicated

### Lock Down

Rooms are most suited to lock down. All classes to remain in own classrooms (or room they are currently in).

Entrance points which should be secured: all external doors, fire doors, internal doors, all windows.

*If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.*

### Procedure

- Ensure all pupils are inside the building. Alternatively ask pupils to hide or disperse if this will improve their safety. *Class teachers are responsible for their own class – if in a room, children to take cover under tables.*
- Lock/secure entrance points to prevent intruder entering the building.
- Dial 999.
- Take action to increase protection. Staff to: block access points (move furniture etc.), sit on floor under tables, keep out of sight, draw blinds, turn off lights, stay away from windows and doors.

- Ensure that pupils, staff and visitors are aware of an exit in case an intruder does gain access.
- If possible, check for missing pupils/staff/visitors.
- Remain inside until all clear has been given, or unless instructed to evacuate.

### **Partial lock down**

Partial lock down is a precautionary measure but puts the school in a state of readiness should the situation escalate.

### **Procedure**

- All outside activity to cease immediately, pupils and staff return to the building.
- All staff and pupils remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon the circumstances but this must be supervised by a member of staff.

### **Communication to Parents**

Parents will be told (either verbally or via text):

*“After an incident today the school was placed in lock down at ..... Procedures and policies were followed and all members of staff and children are safe”.*