

Birchgrove Primary



Where every child is a
star!

Lock Down Policy

Chair of Governors Mr Christine Salter

Headteacher Mrs S Morgan

Birchgrove Primary School

Lock Down Policy and Procedures

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Rationale:

On very rare occasions it may be necessary to seal off or 'lockdown' the school so that it is not able to be entered from the outside. A lockdown may be implemented when there is a serious security risk 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 or damage.

Notification of Lockdown:

Staff will be notified lockdown procedures are to take place immediately by a message sent to all staff via the telephone page system.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's 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 secured where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
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 the alarm is raised
4. A register should be taken and, if practicable, staff should notify the Administration staff that they have entered lockdown and the names of those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or a member of the Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear. A message will be sent to all staff via the telephone page system to signal end of lock down.

Staff Roles:

1. Administration staff ensures that their office door is closed and appropriate emergency service/LEA bronze officer called. Officer Emergency Call Line: 02920872998
2. Head or office staff member locks the school's front doors, entrances and main school gate.
3. Individual teachers close classroom door(s) and windows.

Communication with parents:

- If necessary and when possible, parents will be notified as soon as it is practical to do so via email and 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 may 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 at the earliest opportunity 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.

Lockdown drills:

Lock down practices will take place at least once a year to ensure that everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed so that improvements can be made.

Review:

This policy and procedures will be reviewed annually

Policy accepted and endorsed:

Mrs Sarah Morgan Head teacher

Mr Christine Salter Chair of Governors