



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

Lockdown Policy and Procedures

Date adopted: _____

Signature: _____

Review date: _____

The Levels Academy comprises four schools, namely:

Hambridge Primary School (including Little Levels Pre-School)

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School (including Hatchlings Pre-School)

This policy has been reviewed to cover each of the above schools.

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

Introduction

All schools should consider the need for robust and tested school lock down procedures. Lock down 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Huish Episcopi Primary School, part of the Levels Academy Trust is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual. Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.

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 lockdown 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 or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lock down

Staff will be notified that lock down procedures are to take place immediately on hearing X5 10 second bursts of the school bell.

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent 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 as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors 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 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.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
7. 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. School administrator to ensure that her office is locked and police called if necessary.
2. Executive Principal, Head Teacher and Business Manager to ensure their offices are locked.
2. Head Teacher or Caretaker to lock the school's front door and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

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 telephone and entrances will be un-manned, 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 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.

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.

Lock Down Plan

Management and Control

Nominated Person	Responsibility
Head Teacher	Initial contact with the emergency services
	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals

Signal for lockdown	X5 10 second bursts of the school bell
Signal for all clear	X1 30 second blast of the school bell

Lockdown

Specified assembly points	Classrooms, Offices, School hall
Entry points	Main school entrance
Communication arrangements	<ul style="list-style-type: none"> • Telephone system • Mobile phones • Text Messaging Service

Check List

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