



Churchfields
The Village School
Atworth ∞ Monkton Farleigh

LOCK DOWN POLICY & PROCEDURE

Approval Date:	Summer 2020
Review Date:	Summer 2023

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down Policy and Procedure.

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.

This procedure is therefore designed to keep pupils safe inside the building.

Where children are to be evacuated to outside of the building, the *Emergency Evacuation of School Buildings Procedure* should be followed. These are displayed prominently around the school sites.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing THE INTERMITTENT RINGING OF THE EMERGENCY 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/ 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 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.
6. If practicable staff should notify the front pastoral/ reception by phone that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lock down positions until informed by senior staff that there is an all clear.
9. 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. Administration Officer to ensure that her office is locked and police called if necessary.
2. Headteacher or Senior Teacher in his absence locks the school's front doors 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 methods.

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.

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 the emergency services.

Information will be sent home to parents on the nearest possible day following any serious incident to inform them 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.

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. Parents will not be unnecessarily contacted during or following these drills.