



GREENLEAS PRIMARY SCHOOL LOCKDOWN POLICY 2023-24

As part of our Safeguarding and Health & Safety policies and procedures the school has a Lockdown 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, a reported incident/civil disturbance in the community 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 immediately take place on hearing the Lockdown Siren – continuous long beeps (Fire siren continuous short beeps).

Procedures

Follow the CLOSE procedure

- Close all windows and doors
- Lock up
- Out of sight & minimize movement
- Stay silent and avoid drawing attention

Be aware you may be in lock down for some time

- Sound Alert – activate lockdown procedures immediately.
- School Business Manager will contact the police using a cordless phone.
- Office staff are to make sure the front entrance door is locked. Headteacher/caretaker 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 away from the door and make sure all outside doors are locked.
- The signal of the siren, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible via the nearest door or go straight back to class if in the toilets/open areas etc..
- 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 their classrooms. Staff will ensure windows, blinds, roof openings and doors are closed. The children need to be positioned on the floor away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Laptops are to be kept on to access emails. Any mobile phones can be kept on silent. Wherever possible, use silent communication to keep noise to a minimum.
- The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- Once the police are called the School Office will hand out the registers. A roll call will be taken using the fire registers once in lockdown positions.
- Senior Leaders, Office Staff and Caretaker will ensure all outside doors are secure and then base themselves in the corridors by the offices.
- Other staff, visitors etc.. should base themselves in the nearest room.

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 Manager.

Staff Roles

- School Office Staff ensure that the front entrance door is locked and police called if necessary.
- Head teacher to shut and lock any external doors that can be opened from outside and shut the inside office door.
- Catering staff to lock the kitchen and hall door and remain in the kitchen.
- Teachers/TAs lock or close the classroom doors and windows. Nearest adult to check exit doors in departments are locked.

- Staff or children in the hall taken to the classroom
- All other staff/ visitor 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 Arbor.

Parents will be given enough information about what will happen so that they :

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told " ...the school is in a full lockdown situation. During this period the phone lines and entrances will be un-manned, external doors locked and nobody allowed in or out..."

Pupils will not be released to parents during a lockdown

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.

Invacuation drills

Practices will take place a minimum of three times 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)

Review

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