

LYDBROOK PRIMARY SCHOOL (Including Robins Nursery)

LOCKDOWN POLICY

Revision Record of Published Versions			
Author	Revision Date	Version	Status
Lydbrook Primary	February 2018	1.0	Reviewed and updated by staff
	02/05/2018	1.0	Approved by FGB

1.0 Introduction

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- 1.1 The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of an internal or external event or situation that requires the school to go into emergency lockdown.
- 1.2 The lockdown procedure may be activated in response to any number of situations for example:
- A reported incident or disturbance in the community
 - An intruder on site
 - A warning being received regarding a local risk of air pollution (gas cloud, smoke)
 - A major fire in the vicinity of the school.
 - The close proximity of a dangerous animal.

2.0 Responsibilities

- 2.1 It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- 2.2 Staff are responsible for notifying the Headteacher and/or the School Office as soon as possible of any incident that is brought to their attention and which they consider to be a risk to the children's safety.
- 2.3 It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures in the event of the lockdown procedure being activated.
- 2.4 If a parent takes a pupil out of school during the day, they must do this via the School Office where the Lateness and Absence register is maintained
- 2.5 It is the responsibility of the Governors to ensure they are aware of the school's procedures and to challenge and support the school in its review of the policy.

3.0 Lockdown Procedures

3.1 Signals

In the event of an emergency all classrooms will be notified by telephone (where available) and by a member of staff if children are outside or in a classroom without a telephone.

The end of the lockdown will be notified by telephone or by a member of staff.

Communication during the lockdown will be made by the following means:-

- Telephone
- Staff Mobile phones
- Instant messaging/email
- Text messaging service

3.2 Rooms suitable for lockdown

3.2.1 All classrooms are suitable for lockdown. All outside doors will be locked and all windows closed that may be open. Where fitted, auto locks will be engaged.

3.3 Lockdown response

3.3.1 Staff will ensure that all children are in their classroom and will take the register. Any child/adult not present will be notified to the head/teacher in charge and office staff, who will arrange for a search for the missing person when and if it is safe to do so..

3.2.2 If returning to their own classroom is more of a risk then move to one of the other classrooms.

3.2.3 Pupils may be asked to hide or disperse if it is felt that this will improve their safety.

3.2.4 Dial 999. Dial once for each emergency service that you require. Do not assume others have called.

3.2.5 Consider using furniture or other means to block doors.

3.2.6 Ensure that pupils, staff and visitors are aware of an exit point in the event of an intruder gaining access.

3.2.7 Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

4.0 Communication with parents

4.1.1 A text message using the Teachers2Parents messaging service will be used to notify parents of an emergency and activation of the lockdown procedures. Parents should not telephone the school in response to this message – it may not be safe for staff to answer the telephone.

4.1.2 Updates on the situation will be sent by text message if possible.

- 4.1.3 If the school is still under a lockdown at 3.15 pm the children will only be released from their classroom to their parents or a nominated representative. Any children that are not collected will be taken to the hall and be supervised until parents come to collect them and take them home.

5 Incident Review

- 5.1 A thorough investigation will take place following any incident which initiates the lockdown procedure. Checks will be made that Safeguarding policies and procedures were adhered to. Based on these findings, policies and procedures may need amendment.
- 5.2 If the incident warrants a police investigation, all staff co-operate fully, In this case, the police will handle all aspects of the investigation, including interviewing staff. Gloucestershire Safeguarding Children Board may be involved if it seems likely that there is a child protection issue to address.
- 5.3 The incident is reported under RIDDOR arrangements; the Local Authority Health and Safety Office may want to decide if there is a case for prosecution.
- 5.4 In the event of disciplinary action need to be taken Ofsted will be informed.
- 5.5 In accordance with the severity of the final outcome, staff may need counselling and support.

SignedT. Roberts.....

Chair of Governors

SignedS. Lusted.....

Headteacher

Dated: 02/05/2018

Review: Spring 2020

Approved by FGB - 02.05.18