



# Bellfield Primary School



## Lockdown Procedure

---

Date Issued: February 2020  
Ratified by Governing Body:  
Review Date: February 2021

## **Rationale:**

As part of our Health and Safety policies and procedures the school has a Lockdown 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

## **Notification of Lockdown:**

Staff will be notified that lock down procedures are to take place immediately on hearing 3 short bursts of the school bell (and 3 short blows of a school whistle if outside).

## **Procedure:**

**CLOSE** procedure:

- **C**lose all windows and doors
  - **L**ock up
  - **O**ut of sight and minimise movement
  - **S**tay silent and avoid drawing attention
  - **E**ndure. Be aware you may be in lock down for some time
- 
- 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.
  - At the given signal, the children remain in the room they are in (or move to a suitable room that is lockable) 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.
  - Children or staff not in class for any reason will proceed to the nearest (lockable) occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
  - 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**

1. Staff to support children in keeping calm and quiet.
2. 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.
3. 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 office manager to ensure that their office is locked and police called if necessary.
2. Head or site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
4. Should the intruder gain access, or the room becomes unsafe, pupils and staff should move to the nearest exit point.

## **Mobile Classroom**

If children are working within the mobile classroom, which is a separate building and not attached to the school, the following procedure will apply:

1. Members of the office team will use the school 'walkie talkie' to inform the member of staff in the mobile that lockdown procedure has commenced.
2. If safe to do so, the member of staff will move the children from the mobile fire exit door and in through the hall door so that all children and staff are in the main building.
3. If unsafe to do so, the member of staff will ensure that both doors to the mobile are secure and locked.
4. Where possible, the member of staff will cover the view from the main windows in the mobile.
5. Children will sit with their backs to the walls of the mobile classroom, with tables turned on their sides to block any view from outside.
6. Once the lockdown procedure is over, a member of the office team will use the school 'walkie talkie' to inform the member of staff in the mobile that it is safe to resume.

## **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 - text

Parents will be told:

***'..the school is in a full lockdown situation. During this period the telephones 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 office 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.

## **Review**

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

Reviewer: Headteacher

## Lock Down Plan

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy Headteacher	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	3 short bursts of the school bell (and 3 short blows of a whistle)
Signal for all-clear	2 long rings of the school bell (3 seconds in length each)

Lockdown	
Specified assembly points	Classroom, Offices, School Hall
Entrance points	Main School Entrance
Communication arrangements	Telephone System School Bell Mobile phone
Notes	

Policy author: HCAT

Date: October 2018

Trustee Ratification: Date: \_\_\_\_\_

Lock Down Plan Checklist				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.			
2.	Secure all entrance points to the school.			
3.	Dial 999 for emergency service that the incident requires.			
4.	Ensure that staff members take action to increase protection from further danger: 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 that all pupils and staff are 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.			