



LOCKDOWN POLICY

SLT

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‘At the heart of the community, we are a school that give children the key to their education, enabling them to open the door to their wider world.’

RATIONALE

Hadfield Infant School has a lockdown policy as part of our health and safety policies and procedures.

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 building or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks on the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm or damage.

NOTIFICATION OF LOCKDOWN

Staff will be notified that lockdown procedures will immediately occur on hearing a loud siren.

PROCEDURES

- Office staff are to ensure the front entrance door is locked.
- Headteacher will ensure other external doors are locked
- Staff to lock their doors to the outside
- The school admin or school business officer will contact the police
- The continuous siren will signal all children – if they are outside, to return to their classrooms as quickly and as safely as possible.
- Staff members on duty will sweep the outdoor area before entering the school and secure the outside doors.
- Pupils and staff will remain in their rooms. Staff will ensure that windows, blinds, and doors are closed. Pupils will be positioned as far from any windows and doors as possible and will sit underneath a table. Lights, smart boards and computer monitors will be turned off and staff will always remain with pupils.
- A roll call will be taken using the attendance registers once lockdown positions are in effect – like a fire drill.
- Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE LOCKDOWN IS IN PLACE

Staff will support pupils in keeping calm and quiet.

Staff will remain in lockdown positions until key staff give the all-clear.

This will occur via a verbal 'all clear' message from the senior management team.

As soon as possible after the lockdown ends, teachers return to their classroom, conduct a roll call and notify the office.

STAFF ROLES

The office staff will ensure that the front entrance is locked, and police are called if necessary

If there is a suspected chemical leak towels will be placed at the base of doors to prevent any chemicals from coming into the school building

The headteacher is to shut and lock the office door.

Individual teachers and teaching assistants are to close doors and windows. The nearest adult is to check the exit doors.

Staff on PPA to remain in the cube.

All other staff/pupils to head to the nearest classroom.

STAFF/VISITORS CAN NOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**COMMUNICATION WITH PARENTS**

Parents will be informed of a lockdown procedure taking place via ClassDojo as soon as possible.

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 or their child at risk.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call the school as this will tie up emergency lines.

If the end of the day is extended due to lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from.

An email will be send as soon as possible following any serious incident to inform parents of the lockdown's context and encourage them to reinforce to their children the importance of following procedures in very rare circumstances to keep everyone safe.

BOMB THREATS – PROCEDURES FOR HANDLING BOMB THREATS

Most bomb threats are made over the phone, and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime, no matter how ridiculous or unconvincing and as such will be reported to the police.

Be alert but not alarmed!

On receipt of a 'bomb threat' – Dial 999 and police will respond, you should also follow their advice before a decision is taken to either close, evacuate or lockdown.

If the site requires a full evacuation, staff and children will promptly leave the site and go to the nearest safe space – St Andrews Junior school, where they will be help until being dismissed to parents. A message will be sent to parents via ClassDojo to inform everyone of what has occurred and where to collect their children from.

EVACUATION DRILLS

Practices will occur at least ones a year so that everyone knows what to do in such a situation. Practices will be monitored, and staff will be debriefed so improvements can be made. Please not that this is similar to a fire drill. Whilst we also hope that this will never occur, practices need to take place as part of our safeguarding monitoring so that we can ensure everyone knows what to do.