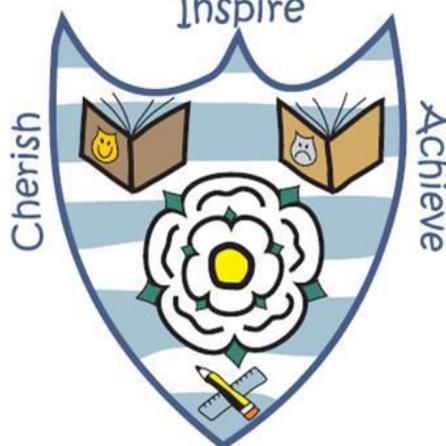


Birkwood Primary

Inspire



Cherish

Achieve

Together

School

# **LOCKDOWN POLICY & PROCEDURES**

**UPDATED OCTOBER 2020**

## Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 Full Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing **x3 1 second bursts** of the school Fire Bell.

## Procedures

Follow the CLOSE procedure:

Close all windows and doors

Lock up

Everyone to assemble in the main hall

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

## Staff Roles

Headteacher, Deputy Headteacher or Assistant Headteacher will be nominated as the lockdown managers to initiate, manage and conclude the lockdown. To call the Police Local Authority if necessary (LA phone number on display in Bursar's Office).

School Bursar to ensure that her office is locked and police called if necessary.

Head or site supervisors lock the school's front doors and entrances, whoever is the nearest person.

Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

If a class is out of school eg swimming, church or a trip, Office staff will call the Class Teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.

## During classroom sessions

- Adults to ensure that windows and doors are secured in the area in which they are working
- Nominated staff to check children/staff toilets, ICT, music, cook it and staff room
- All classes to assemble in the main hall (with children's medication), register to check that all are present; staff to raise hand when all present
- Hall doors to be locked, curtains closed and person to cover the door glass panels; police to be phoned if necessary
- Headteacher, Deputy Headteacher and/or Bursar to take mobile phones in the hall
- All relevant staff to be responsible for visitors; lock Finance, Inclusion and Headteacher's offices and then proceed to the Hall

