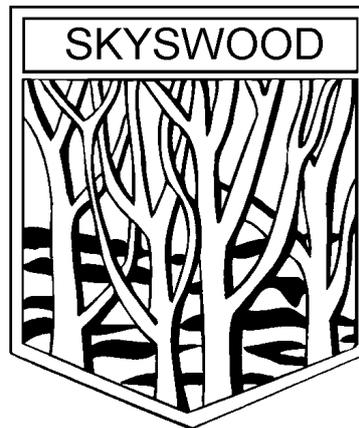


Skyswood Primary & Nursery School

Lock Down in case of Dangerous Incident Policy



September 2020

Review Date – September 2021

Rationale

As part of our Safeguarding and Health & Safety policies and procedures the school has implemented a lock down policy.

On rare occasions it may be necessary to secure the school so that it is not possible to enter the interior of the school. 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 lock down is executed when there is a serious safety risk for the premises, for example; proximity of dangerous animals, a chemical spillage in the local area, or attempted access by unauthorised persons.

Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately - by three sharp blasts on a whistle and verbally informing everybody that "LOCKDOWN" procedures are in operation.

Procedures:

- Children line up and quietly and calmly return to their classrooms/music hut/nursery building as quickly as possible.
- All staff return inside.
- Close and lock all windows and doors.
- Stay calm.
- Make it clear that everybody may be in lock down for some time.

Depending on the nature of the lock down, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. Lights, smart boards and computer monitors are to be turned off. Mobile phones are put on silent mode.

Children or staff not in class for any reason will proceed back to the class as soon as possible, if safe to do so. If practicable, staff should notify the Admin team if any children are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff must support the children to keep them calm and quiet.

Staff Roles:

1. School administrators need to ensure that the office is locked and police called if necessary.
2. The nearest person to the school's main doors to take responsibility for securing them.
3. Individual teachers/TAs lock classroom doors and windows. Nearest adult to check exit doors.

Staff will remain in lock down until informed by the Headteacher or most senior member of staff on site at the time that there is an all clear. This sign will be through verbally informing each class of "ALL CLEAR".

Staff Initiative

A genuine need to operate lock down procedures is highly unlikely, but may result in unpredictable circumstances. Our school lock down procedures should be followed unless there is a clear reason for staff to take alternative actions in the interests of the children. Any 'extreme' situation requires a calm response and clarity of appropriate action. Associated risks and appropriate actions would depend upon how the incident or situation unfolds. If circumstances change significantly, resulting in greater risk by remaining inside, then class teachers or adult staff members must act on their initiative in the interests of safeguarding children. For example, if a potential 'outside' risk evolves into a genuine 'indoor' risk then pupils should be fully evacuated from the premises.

Communication with Parents

Parents will be notified of a lock down if necessary and practical to do so.

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 school 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 the context of the lock down 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. This will ensure that 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 part of the School's Health & Safety procedures.