



# Lockdown Procedure at St James CE Primary School

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## 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, a near-by chemical spillage or gas leak, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

### Notification of Lockdown

A lockdown is initiated by pressing the yellow button in the office behind the door. It makes a different sounding alarm from the fire alarm this will alert that lockdown procedures are to take place immediately.

Staff members will check with their neighbouring rooms and any groups that are outside (by looking out of their immediate windows and doors) that they have also seen the lockdown notification. If not, they should inform them immediately in a quiet, calm manner.

### Procedures

Follow the **CLOSE** procedure:

- C**lose all windows and doors, lower blinds
- L**ock up
- O**ut of sight and minimise movement
- S**tay quiet and avoid drawing attention
- E**ndure. Be aware you may be in lock down for some time

1. The above signal will activate a process of any children outside being ushered into the school building as quickly as possible and the locking of all outside doors.
2. At the given signal, the children should remain in the room they are in and the staff will ensure the blinds are closed and children are positioned away from possible sightlines from external windows/doors and where possible sat together on the carpet.
3. Staff should check the closest toilets and usher any children in those toilets back into the nearest occupied classroom as soon as possible.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
5. If practicable, staff should notify the school office by phone/walkie

talkie/email that they have entered lock down, providing a head count for children and staff present that day and identify those children not accounted for.

#### 6. Locking Areas of Responsibility

<b>Area</b>	<b>Staff Responsible</b>
Classrooms doors and windows	Teacher/LSA
Corridor Doors	HT/ Staff Member sounding the alarm
Kitchen Doors and Shutter	Kitchen Staff
Main Entrance	Office Staff
Office	Office Staff

#### **Noone should move about the School**

1. Staff should stay calm and involve the children in a quiet activity. Any unnecessary lighting from smart boards, overhead lights, computers etc. should be turned off. If staff have mobile phones on them, these should be turned on, with sound off but left on vibrate. These can be used to communicate with if necessary.
2. Staff to remain in lockdown positions until informed by Headteacher and/or appointed Senior Member of staff in person that there is an all clear.
3. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the school office immediately of any pupils not accounted for.

#### **Staff Roles**

1. Headteacher (or Deputy Headteacher in her absence) will be nominated as the Lockdown Manager to initiate, manage and conclude the lockdown.
2. Headteacher/ Deputy Headteacher to call police and Academy/LA if necessary.
3. Office - If a class is out of school (e.g. on a school trip), office staff will call the Trip Leader and warn them that school is in lockdown and they should not return until the Lockdown Manager has advised it is safe to do so.
4. Teachers/LSA's
  - to close and lock doors and windows as per table above.
  - check toilets are empty.
  - as best they can, keep a calm atmosphere in the classroom.
  - do not allow anyone out of the classroom during a lockdown under any circumstances.

#### **Communication with parents**

If necessary, parents will be notified when it is appropriate and practical to do so, via the school's established communication network messenger or email.

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.

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.

### **Lockdown drills**

Lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation.

**Reviewed By: Lucy Ottaway - Headteacher**