

# Freegrounds Junior School

## School Lockdown Policy

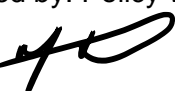


Date of last review: March 2022

Date of next review: March 2025

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Approved by: Policy Working Party

Signed: 

### Definition

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

A lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside current buildings – rather than evacuation - with doors and windows locked and blinds/curtains drawn. Staff and pupils should remain where they are and await further instructions.

Reasons for a lockdown might include the following:

- an intruder on the school's site or nearby;
- a chemical spill/air pollution;
- a major fire in the vicinity;
- a dangerous dog or another animal which is nearby;

that could pose an imminent threat to the safety of staff and pupils.

**Specific instructions will be determined by the nature of the lockdown circumstances.**

### General Procedure

Management of the situation will depend on the circumstances presented

- remain calm and quiet
- move slowly
- wait for and follow instructions

1. A member of SLT or a member of the office staff team will initiate a lockdown by **ringing the internal bell 5 times**. If any class or group of children are outside then they will be informed in person. If necessary, the office will call the police.

2. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows and blinds pulled down (particularly on ground floors), or pupils will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or the emergency services.

3. The Headteacher (or designated deputy) will notify staff in person when the school is safe and the lockdown has ended.

**Communication:** If movement inside the school is not possible for the HT and DH, email will be used to communicate important information to staff as this can be accessed by computers in each classroom or by mobile devices. Walkie talkies or personal mobile phones may also be used where they are available (leadership 'Whatsapp' group and individual year team 'Whatsapp' groups).

### **Lockdown Area Procedures:**

**Outer doors:** All external doors locked and windows / blinds closed if safe to do so.

**Reception/Admin/Finance:** All staff to remain in situ. External doors to be locked and windows and blinds closed if safe to do so. If there are pupils in the office area, they are to stay with the Office Staff who will escort them into the nearest lockable room with a member of staff. In the event of an intruder in school all office staff will relocate to the nearest lockable room. (eg HT office)

**Kitchen:** All kitchen staff to lock outside door immediately (if able to do so).

**Main Hall:** If a class is taking place in the Hall, staff member to close Hall fire doors from the inside and close blinds if safe to do so. Pupils and staff to remain in the hall or return to their classroom if instructed to do so.

**Toilets:** If there are pupils in the toilets they are to return immediately to the nearest classroom.

**Sports Field / Playground:** On hearing bell sound, all pupils/staff should make their way quickly and calmly back into school via the nearest entrance into the nearest classroom

**Chestnut Room/Music room:** Pupils must stay in situ and the door should be locked by member of staff. Extra care should be taken to keep vulnerable students monitored and calm during lockdown.

**Library:** Pupils and staff to sit on floor behind bookcases away from the windows. Blinds to be pulled down and doors locked from the inside.

**HT / Deputy HT offices** Depending on the circumstances leading to lockdown, staff to stay in situ and doors should be locked. Close windows and blinds if safe to do so.

If appropriate e.g. in the case of a chemical spill in the vicinity but NOT if an intruder is present, HT and DH should circulate the building in order to oversee the situation, taking instruction from Emergency Services Personnel as necessary.

**Staff Room /Meeting room:** Staff must stay in situ. Close windows and blinds if safe to do so (including roof windows in meeting room).

**Corridors or Communal Areas:** Pupils/staff must go to the nearest office/classrooms.

**Break / Lunchtime:** pupils/staff should make their way to the nearest entrance and go straight to their classroom unless otherwise directed.

### **All Classrooms:**

Staff to lock classroom door from the inside using the universal key which should then remain in the lock to prevent opening from outside. Ensure any blinds are pulled down (particularly on the ground floors) if safe to do so.

All pupils and staff to sit on the floor under their tables, out of view of windows if possible. Staff should maintain a quiet and calm environment. Check attendance.

The Headteacher (or designated deputy) will notify staff in person when the school is safe and the lockdown has ended.

During the lockdown, if the fire bell rings it will be switched off until it is known whether there is an actual fire. If there is, it will then be rung in the normal way and the normal fire drill will be initiated.

### **Lockdown practise**

There will be a lockdown drill each academic year to practise the procedures in place.

### **Communication between Parents and the School**

Once a lockdown has taken place, parents will be informed of this.

The Headteacher will report the incident directly to the Local Authority.