Poulner Junior School

Lockdown Policy

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Update: September 2024

Version	Reviewed	Ratified	Description of main changes	Signature
1.0	03/05/18	03/05/18		JW
1.1	29/9/24	7/10/24	Update on link to infants and change of number of rings	JR

Next Review Date: Autumn 2a (2026-2027)

Reviewed by: FGB

Review Frequency: every 2 years (DfE Guidance)

Description of policy: **Lockdown Policy**

Other documents referred to: **Keeping Children Safe in Education (DfE), school disciplinary procedures, Safeguarding Policy, Child Protection Policy,**

Definition

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. Pupils should be moved away from windows and doors for prime safety. Staff and pupils should remain where they are and await further instructions or escort by Emergency Services Personnel (e.g. Police)

Reasons for a lockdown might include the following:

- an intruder on site;
- a chemical spill/air pollution;
- a major fire in the vicinity;
- a weapons crisis or civil disturbance in the local community

… 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, quiet and stay low
• Move slowly
• Wait for and obey instructions

1. The Office staff will contact police on 999 or be contacted by the police and ring the bell for **one long ring** to alert school to lock down.

2. The Head Teacher (or designated deputy) will quietly inform staff of the situation if possible.
3. Using a school phone or mobile if needed, the office team will alert Poulner Infant school, which shares the same site as the juniors.

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

5. The Emergency Services Personnel in charge will evaluate the situation and notify the Head Teacher when the school is safe and/or if any further action is needed.

Lockdown Area Procedures:

Reception/Admin/Finance: all staff to remain in situ and lock door from inside. Close windows and blinds if safe to do so and stay low away from windows and doors. If there are pupils in the office area, they are to stay with the Office Staff.

Outer doors: Site Team to lock all external doors and close all ground floor windows if safe to do so. Take school mobile phone & walkie talkies for communication.

Kitchen: HC3S kitchen staff to lock outside door immediately (if able to do so) and walk into the library for safety.

Main Hall: If a class (e.g. Drama or PE) is taking place in the Hall, staff member to close Hall fire doors from the inside. Pupils and staff to move to the library via the reception side double doors from the hall, unless otherwise instructed. Stay there until given the all clear.

Toilets: If there are pupils in the toilets they are to stay locked in the cubicle and put their feet up onto the toilet.

Community room: Pupils to move into one of the changing rooms and must stay in situ and the door to the community room should be locked by a member of staff. Pupils and staff should enter changing room and staff member should lock door from inside.

Sports Field: On hearing bell sound, all pupils/staff should make their way quickly and calmly to the community room as per above.

Changing Rooms: Pupils must remain in situ. A Staff member must enter the Changing Room if pupils are unattended, remain in situ and sit quietly. Staff to ensure doors are locked from the inside.

Get away room: Pupils should move calmly into the main building via the adjacent Den classroom door. The door should be locked by member of staff and extra care should be taken to keep vulnerable students monitored and calm during lockdown.

Library: All pupils and staff to remain in situ, away from the doors.

Leadership Team offices: Depending on the circumstances leading to lockdown, staff must 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, LT staff should circulate the building in order to oversee the situation, taking instruction from Emergency Services Personnel as necessary.

Thrive room: Depending on the circumstances leading to lockdown, staff must stay in situ and doors should be locked. Close windows and blinds if safe to do so.

Staff Room: Staff must stay in situ, moving to the office/kitchen end of the room away from the windows. Close windows and blinds if safe to do so.

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

Break / Lunchtime: pupils/staff should make their way to the nearest building and go to the nearest office / classrooms.

All Classrooms:

Staff to lock classroom door from the inside (where possible) and ensure any blinds are pulled down (particularly on the ground floors) if safe to do so.

All pupils and staff to sit at the back of the classroom, out of view of windows if possible. Staff should maintain a quiet and calm environment. Check attendance.

When the one long ring alarm sounds, teachers should remain in their classes until further notice.

During the emergency, 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.

STAFF SHOULD ENSURE THEY USE MOBILE PHONES ON QUIET MODE ONLY.

All Clear – 5 rings of the bell will be given by the Front Office staff. Pupils must not be allowed to move until the All Clear is given.

Communication between Parents and the School

In the event of a Lockdown, parents should be given enough information about what will happen so that they:

- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency providers' access to the school and may even put themselves and others in harm's way.
- Wait for the school to contact them about when it is safe to collect pupils, if deemed necessary, and where this will be from.

Practice of drill

The school should practice the drill once a term. An annual assembly should be held by the headteacher to ensure that children understand the nature of the drill and reassure them. Notification to parents/carers should be issued to support any anxiety or concerns raised by the child can be supported at home.

*** Call sign needed:

And appendix to give clear instructions for lockdown- bullet points.- Rob to review