

Calveley Academy



Lockdown Procedures

Confirmation that the Lockdown Policy has been approved by the Staff and Governors

November 2021

To be reviewed: **November 2022**

Lockdown Policy

As part of our Health and Safety policies and procedures the school has a Lock down Policy. 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Full Lockdown

Staff will be notified that lockdown procedures are to take place immediately on hearing the Lock Down Call Message.

Procedures: Follow the **CLOSE** procedure:

- C**lose all windows and doors.
- L**ock up quickly where possible
- O**ut of sight e.g. under tables and minimise movement
- S**tay silent and avoid drawing attention to yourself
- E**ndure. Be aware, you may be in lock down for some time

The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors will be turned off. Mobile phones are put on silent mode.

Children or staff not in class for any reason will proceed to their classroom/office as quickly as possible.

If practicable to do so, staff should notify the main office by email that they have entered lockdown and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.

As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrators to ensure that the school office is locked and police called if necessary.
2. Head or site supervisors to lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows.
4. Nearest adult to check exit doors.

Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Notification of Partial Lock down Alert to staff

All outside activity to cease immediately, pupils and staff return to building.

All staff and pupils remain in building and external doors and windows locked.

Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different; once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the appropriate body e.g., Emergency Services, Local Authority. This can then be communicated to staff and pupils.

Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate

Lockdown Drills

Lock down practices will take place at least once a year to ensure 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.

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network.

During this period the phone and entrances will be unmanned, external doors locked and nobody allowed in or out.

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 lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lockdown, 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 lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Review

This policy and its associated procedures will be reviewed annually as a part of the School's Health and Safety procedures.