

Lockdown Policy and Procedures for Staff and Pupils at Uplands Junior School

Rationale

Uplands Junior School is committed to safeguarding its pupils and staff. To support this the school has developed a Lockdown Policy and Procedure for staff to follow where circumstances dictate that our pupils, staff and visitors are required to remain within the school building for their own safety. Every situation will be different and it would be difficult to predict every eventuality. This policy and procedure sets out the basic principles and actions to be taken in the event of a lockdown situation.

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 and adults 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 is a serious security risk to the premises and occupants due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm or damage.

Full and Partial Lockdown

Staff should assume 'Full Lockdown' unless informed otherwise by a member of Senior Leadership Team (SLT).

'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. In such circumstances movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place on hearing approximately **10 short bursts of the school bell**. If power is down then a member of the SLT will deliver a message in person.

Procedures:

The management of lockdown will vary according to the nature of the hazard or threat but in all circumstances staff should remember to:

- **Remain calm and keep children calm**
- **Move slowly**
- **Follow instructions**
- **Not to provoke an incident**

1. On hearing the lockdown alarm staff should usher children into the school building if on the playground as quickly as possible and the school's offices and all outside doors will be locked where it is safe to do so. Teaching staff should stay with their class.

2. Children will 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 to be turned off.

3. 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 or inside when the signal goes.

4. If practicable staff will notify the front office by phone that they have entered lock down. Children should not be asked to deliver messages around school.

5. Roll calls should take place immediately. The office should be informed of those children not accounted for and of any additional children, staff or visitors present. This should be done by phone or in person if safe to do so. The Office will notify the emergency services of anyone unaccounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL UNNECESSARILY

6. Staff will support children in keeping calm and quiet.

7. The School Office/Head Teacher/Deputy Head teacher will contact the Emergency Services as soon as possible.

8. Staff will remain in lockdown positions until informed by key staff e.g. member of the Senior Leadership Team or Chair of Governors in person that there is an all clear.

Specific Staff Roles:

1. Front office staff ensure that their office doors are closed. Police, LA and Chair of Governors are called.
2. Head or office staff member lock the school's front doors and entrances.
3. Head or Deputy to lock front and rear main gate if safe to do so.
4. Individual teachers/TAs close classroom door(s) and windows. Close window blinds where available. Check all doors leading to outside (Door A, B etc) are secure.
5. Catering Staff to lock back door to kitchen and turn off lights.
6. Office staff issue notice to parents via text service and website as directed by SLT and divert phone to recorded message.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

Communication with parents

- Parents will be notified of the lockdown situation as soon as it is practical to do so via the school's established communication network - website/ text service.
- 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. Calls will be diverted to the answer machine.
- 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Communication and Review of this Policy

Lockdown practices will be discussed at a staff meeting a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Parents will be informed that the school has a lockdown plan and procedure.

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

Mrs Webster-Smith June 2023

To be reviewed June 2025

Uplands Junior School Lockdown Procedure

Lockdown Alarm : 10 short busts of the school bell

- 1. When you hear the alarm remain in your classroom or area of school.**
- 2. If on the playground when alarm sounds, bring the children inside as quickly and as calmly as possible.**
- 3. Shut and lock all windows and doors. Close blinds.**
- 4. Switch off lights, computers and interactive whiteboard.**
- 5. Move children away from sightlines where possible (external doors and windows).**
- 6. Inform office of any children/adults not accounted for.**
- 7. Do not move around school.**
- 8. Keep calm and quiet.**
- 9. Follow instructions and do not provoke an incident**
- 10. Remain in positions until informed that lockdown has ended.**