



Lock Down Policy

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| Written / reviewed by | R Hill |
| Date written / reviewed | October 2023 |
| Date of next review | October 2026 |
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| Chair of Governors | <i>J Goodwin</i> |

Rationale

Friezland Primary School use this policy to ensure that in the event that pupils and staff are faced with hazard within or near the school grounds, pupils and staff may then be locked in or out of the building for their own safety.

This policy applies to employees, volunteers/students, parents/carers, pupils and people visiting the school site. It covers the procedures and personnel responsibilities if evacuation or invacuation is required.

Aims

- To provide a safe and secure environment for our pupils and staff.
- To establish protocols and procedures that effectively monitor and manage any potentially dangerous situation.

Implementation

The Lockdown Policy applies when invacuation is necessary for the safety of the pupils and staff. This may be due to a dangerous intruder within the school grounds or a situation such as a road traffic incident, nearby fire or railway line incident (at the rear of the school), which makes it dangerous for pupils, staff and visitors to be outside.

It is noted that the policy can't cover every scenario and that a 'common sense' approach would be adopted by staff who would make the safest choices possible in order to protect themselves and our pupils.

Authorised person's role

If it is recognized that the situation calls for a lockdown, a member of staff will alert the rest of school using the procedures set out in Appendix 1. Where possible, SLT will be informed immediately.

Where necessary, the Headteacher/Authorised person will ring the police and contact the Local Authority to alert them to the nature of the emergency.

Oldham Council Emergency control room – 0161 633 1803 / 0161 770 2222 (24 hours).

The Headteacher/Authorised person then assumes lockdown position themselves in the main office, while maintaining phone contact with the police. The police need to be constantly updated on the situation. When the police arrive, they will make contact with the Authorised person when the threat has been averted. When this occurs, the 'all clear' will be sounded.

When emergency contact isn't required, for example if the children were invacuated due to smoke from nearby moorland fires, the Headteacher / Authorised person would decide on any next steps and as to when the 'all clear' was given.

At some point, it may be appropriate to carry out an evacuation (as in the fire drill procedures). If this is needed the information will be shared with staff via TEAMS/ mobile phones. The fire alarm may even be triggered. Staff/ pupils would congregate at the usual evacuation points and be ready to move to the nearby safe site (Church / Church Hall) if required.

Procedure: Invacuation – Bringing the children in from a threat outside.

See appendix 1

Parents

On the very rare occasion a lockdown is called, the school will endeavor to carry out the actions set out in this policy. If lockdown occurs, parents will be notified as soon as it is practical to do so. Parents are requested not to come to the school, as pupils will not be released to parents during lockdown. Parents are also asked not to ring school as this may tie up the emergency lines that must remain open. If the children's stay at school has to be extended beyond the regular time, parents will receive information about the time and place the children will be released.

Parents will be assured that in the event of a lockdown, the overriding consideration for the school is the safety and well-being of the children and school personnel.

Intruder procedures

- All visitors in school must register at the school office and receive a visitor's lanyard. This should be displayed clearly at all times.
- Any visitors without school identification are intruders and should be asked to leave the premises and property immediately.
- When alerted to the presence of an intruder, take another member of staff with you when you approach them.
- Ask a third member of staff to alert the Headteacher or the School Office.
- Attempt to direct the intruder off the premises using calm verbal and body language.
- If the intruder refuses to cooperate, do not escalate the situation. Leave the intruder, go to the Headteacher or Office and request that the police are informed.
- If the intruder shows a weapon, back away slowly and leave the area.

Evaluation and review

- This policy will be reviewed as necessary and at least every three years.
- To be read in conjunction with the school's Critical Incident Plan / Policy.
- An invacuation '**DRILL**' will take place a maximum of twice per school year. All staff and pupils will be debriefed afterwards and an evaluation of the drill will be shared with staff and Governors (through the H&S committee).



Lock Down / Invacuation Procedures

- The adult who identifies that an invacuation is needed, blows **3 long blows of a whistle**. This is repeated as necessary until pupils respond. (Whistles are kept in various locations across school for easy access if staff do not have one on them).
- When whistle is heard indoors / other area of school grounds, adult hearing should repeat with whistle in order to alert everyone.
- Staff outside hear the whistle and encourage pupils to line up in their usual place.
- Staff inside hear the whistle and make their way to their usual classroom / location ready to receive children. **Kitchen** staff should make their way to the nearest classroom / office.
- Administrator or HT will use the Google speaker system to inform Staff or Visitors in the **Lodge** to make their way to the nearest classroom / office unless it's safer to remain the Lodge in which case they will be advised to wait there.
- Children are lined up and sent into school safely / calmly- remind them of the expectation, e.g. **"Go to your classroom safely and calmly"**. (location may vary depending on situation) **"Keep your coats on."** / **"Do not go to the toilet."**
- **First Aid** / Asthma box is brought in by a member of staff.
- Last adult inside ensures playground door is closed. If returning indoors from other areas, ensure door is closed (e.g. C1/2 cloakroom door locked).
- Staff receive children and indicate where they are to sit- desks / carpet area and that they must be quiet.
- Blinds / windows closed and all stay put until told otherwise.
- Do not lock classroom doors unless told to do so by SLT / Authorised person.
- CT/Lead staff member do a headcount – can open **SIMS** and call a register if children not present to check absentees.
- CT/Lead staff member open **Teams – lockdown** and then into the chat type clearly stating all **pupils / adults present** or **X and Y are missing**. Also indicate if they have the **First Aid box**. (Using **Teams** allows all staff to see where any missing pupils may be e.g. in another classroom).
- and state
- Mobile phones are visible and available in case any emergency calls are needed (may be used if internet fails).
- The Headteacher, senior leader or most senior person available will alert the police. The Headteacher/senior leader will remain in contact with the police until given the all clear.
- HT and Administrator monitor **Teams - Lockdown** reports from each class and checks against class / staff lists that ALL are accounted for. Staff IN/OUT board to be accessed if possible, to aid checking. Lock Down yellow files are available in key places: School Office / Staff room / HT office.
- Administrator accesses **CCTV** in the office and informs HT of what is happening outside: HT decision whether appropriate to inform all staff via **Teams**.
- Adults who witnessed the reason for invacuation needs to communicate in **Teams** the reason why they blew the whistle.
- All await instructions for next steps / all clear from HT / Authorised adult.
- If a lockdown occurs, parents will be notified as soon as it is practical to do so.
- Be prepared and ready to follow the usual evacuation procedures- this may be via **Teams** or if urgent, the fire alarm sounding.