**St Clement’s C. Of E.**

**Primary School**

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**Lock Down Policy and Procedures**

**Reviewed by ZL: January 2022**

**Approved by JP: 25.1.22**

**Review date: January 2023**

***Growing Together To Let Our Light Shine***

**John 3:18** ***'Little children, let us not love in word or talk but in deed and in truth.'***

**Mission Statement:**

**We encourage and inspire children to aim high and challenge themselves in everything they do.**

***As a compassionate, Christian school, we are strong in our faith. We believe in love and forgiveness and are thankful for the opportunities we have to live and learn in our community.***

**Our Christian Values Reflected In This Policy**

**Faith**

**Hope**

**Love**

**Respect**

**Thankfulness**

**Forgiveness**

**Compassion**

**DDA STATEMENT**

At St. Clement’s we will aim to:

* **Promote equality of opportunity between disabled people and others.**
* **Eliminate discrimination that is unlawful under the Act.**
* **Eliminate harassment of disabled pupils that is related to their disabilities.**
* **Promote positive attitudes towards disabled people.**
* **Encourage participation by disabled people in public life.**
* **Take account of a disabled person’s disabilities, even when that involves treating a disabled person more favourably than another person.**

**Rights Respecting School Link to Articles:**

3, 8, 12, 13, 14, 16, 17, 23, 27, 28, 29, 30, 31, 32, 36, 39,

**St Clements C of E Primary School**

**Lock Down Policy and Procedures**

**Rationale** 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 or attempted access by unauthorised person’s intent on causing harm/damage.

**Notification of Lock Down** Staff will be notified that lock down procedures are to take place immediately on hearing 5 rings of the bell. OR

If the incident is occurring in a location away from the sight of the main office, staff in that department are to sound the air horn, 5 times.

**Procedures:**

Follow the **CLOSE** procedure:

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing attention

**E**ndure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building or starting the CLOSE procedure, where they are, 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.

2. 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 by sitting behind their chairs on the floor.

**Exceptions to this rule are:**

Y6 - move into the ICT suite

Nursery & reception - sit on the carpet areas away from external windows

Staff who have mobility issues and who may find it difficult to get on and off the floor, are to go into their class stock rooms.

3. Lights, Smart boards and computer monitors to be turned off. Mobile phones are used to contact emergency services, then put on silent mode.

4. 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 when lockdown procedure is engaged.

5. If the school enters lockdown when pupils are outdoors, walk to their nearest door and walk through school to their classrooms and position themselves as in point 2 above.

6. If practicable staff should notify the front pastoral/ reception by phone or walkie talkie that they have entered lock down and identify those children not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

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

**DURING COVID – Lock down of the school will only take place if essential. If the need to lock down the school should arise during COVID the procedures should still be followed to ensure the safety of both staff and pupils. Staff should remain with their bubble and continue to wear their face mask / visor where possible.**

**Staff Roles**:

1. School business manager to ensure that her office is locked and police called. Front of house staff will also join the school business manager in her office, ensuring that external shutters are put down and the internal shutter to the main office window also.
2. The Head Teacher will put the external shutter down to the office door, phone the police and relevant number at the city council & sit underneath the desk.
3. Kitchen staff will move themselves into the medical office and put the external shutter down as they enter the room.
4. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

**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 – group call text message/ dojo

Parents will be told:

‘..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, 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 lock down.

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 lock down, 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

The media will be informed about the Lockdown via this prepared statement:

*“Following  an incident (****INSERT BRIEF DETAILS  AND TIME****e.g. serious accident/serious breach of security/Fire/ Flood etc.) at the school  we  are working with the relevant authorities  and personnel to do everything  possible to manage the situation ensuring the  safety of  our children and staff is our main priority.    The school is currently closed and is unable to take calls.   All  those  directly affected  have been informed and we will issue a  further statement as soon as we have further details  including providing updates  through our website and social media channels.”*

**Lock down 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.

**Review**

This policy and procedures will be reviewed annually as a part of the School’s Health and Safety procedures

**Lock Down Plan**

|  |  |
| --- | --- |
| **Management and Control** | |
| **Nominated person** | **Responsibility** |
| School Business Manager | Initial contact with the emergency services |
| Head Teacher | Initial contact with local authority and media. Follow up contact with police (999) |
| Office Staff | Liaison with parent/carers |
| Teachers (on a rotating basis) | Contact the police (999) on personal mobile phones  Pupil control |

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| **Signals** | |
| Signal for lockdown | 5 rings of the bell OR bursts of an air horn. |
| Signal for all-clear | 1 continuous ring of the bell OR burst of the air horn |

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| --- | --- |
| **Lockdown** | |
| **Specified assembly points** | Classroom, Offices, School Hall |
| **Entrance points** | Main School Entrance |
| **Communication arrangements** | Telephone System  Mobile phones  Walkie Talkies |
| Notes |  |

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| **Lockdown Plan** | | | | |
| **Step** | **Initial Response** | **Check** | **Time** | **Signed** |
| **1** | Ensure all pupils are inside |  |  |  |
| **2** | Secure all entrance points to the school. |  |  |  |
| **3** | Dial 999 for each emergency service that the incident requires |  |  |  |
| **4** | Ensure that staff members take action to increase protection from further danger:  • Block access points.  • Sit on the floor, behind chairs or against the wall.  • Keep out of sight and draw blinds to avoid detection.  • Put mobile phones on silent  • Turn off lights and computers.  • Stay away from windows and doors. |  |  |  |
| **5** | Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe. |  |  |  |
| **6** | Check for missing or injured staff members and pupils if it is safe to do so. |  |  |  |
| **7** | Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services. |  |  |  |
| **8** | Head Teacher establishes the point at which the police have taken control of the situation |  |  |  |
| **9** | Office Staff communicate to parent/carers that we are in a full lockdown situation |  |  |  |
| **10** | Head Teacher delivers pre-prepared media statement |  |  |  |
| **11** | As soon after the incident as is possible, the business continuity team will conduct a review of the incident |  |  |  |

Policy author: Jane Parker

Date:

Governor Ratification:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be reviewed January 2023