



Lock Down Policy and Procedures

Rationale

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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Full Lockdown and Partial Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, students, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

Upon hearing the alert for a lockdown, the **procedures for a full lockdown will be implemented** (worst case scenario). As soon as possible staff will be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place by members of **SLT, Fire Marshalls** or the **Admin team**. **SLT members/Fire Marshalls/Admin Team** will ensure that they include the yurt, forest area and the school field.

Procedures

Full Lockdown:

This applies where there is an *immediate threat* to staff or students *within* the school premises.

All external activity and corridor movement should stop and the classrooms secured from inside. The aim is to make the building appear empty.

- **Children and staff** remain in their classrooms; no adult or child to leave the room for any reason whilst in lock down
- All outside activity to cease immediately; **Teachers and TAs** to return children and staff to building.
- **Teachers and TAs** to lock external doors and close windows in classrooms, including high level internal windows. Blinds to be closed

- **Teachers** do a head count and notify the admin team immediately of any pupils not accounted for. This should be emailed to admin@smartinscranbrook.devon.sch.uk
- **Visitors/volunteers** should proceed to the nearest classroom
- **Admin Team** to lock the visitor window (the hatch), pull down blind, lock main internal door (lock at top of door), take the keys for the HT room with them and go to HT's room, locking themselves in.
- **All staff** in the staff room to return to their classrooms
- **Forest School** - Anyone in the forest or the yurt should go to the nearest accessible classroom
- **South West Norse kitchen staff** to close the shutter to kitchen, lock doors and turn off lights.
- If the lockdown occurs at break or lunchtime, **Teachers and TAs** to return pupils to their normal classroom and await further instruction
- **SLT and Caretaker** to secure the perimeter of the site and lock all external doors, other than classroom doors.
- **All staff** to close windows, draw blinds and lock external doors in the room they are in.
- **Teachers and TAs** to support children in keeping calm and quiet
- **All staff** to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Admin Team in person that there is an all clear

Partial Lockdown

This applies when the threat or hazard is *not* on site but in the vicinity or area e.g. a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

This partial state should see pupils and staff brought back into the security of the building but lessons can continue as normal.

Partial lockdown is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate and need to revert to a full lockdown.

- All outside activity to cease immediately; **Teachers and TAs** to return children and staff to building.
- At break or lunchtime, **Teachers and TAs** to return pupils to their normal classroom and await further instruction
- **SLT and Caretaker** to secure the perimeter of the site and lock all external doors, other than classroom doors.
- **All staff** and children remain in building
- **Teachers and TAs** to lock external doors and close windows in classrooms. Blinds to be closed
- **Teachers** to have email open on laptops to receive email instructions.
- All situations are different, once all staff and students are safely inside, the Headteacher or School Business Manager will conduct an on-going and

dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and children.

- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- **Admin Team** to lock the visitor window (the hatch), pull down blind, lock main internal door (lock at top of door). They may be needed to assist with communicating lockdown to staff.

Communication within school:

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- **Teachers** to have email open on laptops to receive email instructions.

Key Responsibilities:

- Headteacher (or SLT member in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- If the incident was not initiated by an instruction issued by the Emergency Services, SLT member should alert the emergency services by dialling either 101 or 999 depending on the circumstances.
- SLT member to call Local Authority. DCC Emergency Team phone number is displayed in the Headteacher's office (01392 383369).
- If a class is out of school e.g. on a trip, the admin team will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.

Communication with parents

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text/dojo
- In the event of a lockdown, parents will be notified as soon as it is practical to do so via dojo and text. Communication should only go from the school office in order to avoid misinformation and to ensure correct information.
- Parents will be told: 'the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out. Please wait for further instructions and information'.
- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- 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 could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority. 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 the admin team or the emergency services.

- Parents will be informed when the 'all clear' has been given.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place once a term 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

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Procedure adopted: 7th June 2022

Dates Reviewed: 12th June 2023

Next review date: June 2026

Lead staff member for review: School Business Manager

Lead Governor to approve: Lead for H&S and Premises