



Stonelow Lockdown Policy

Date	Review	Responsible	Named Governor
Oct 2023	2024	C Byard	V Siddall
July 2024	Intermittent bell rather than whistle alert At least two practices a year, not one	C Byard	V Siddall
Dec 2024	Changes in blue	C Byard	V Siddall
March 2025	Changes in Green	C Byard	V Siddall

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 lock down is implemented when there are serious security risks on 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 or damage.

NaCTSO (National Counter Terrorism security Office) Guidance.

In January 2016, NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security:

Most threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and no matter how ridiculous or unconvincing must be reported to the police. Be alert, but not alarmed! On

receipt of a threat dial 999 and police will respond. You should always consider their advice before a decision is made to close or evacuate.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing an ~~intermittent-continuous~~ whistle and shouting of 'lockdown'

Procedures

- Office staff are to make sure the front entrance door is locked.
- Headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- Office staff / Headteacher will get the school mobile phone and contact the police.
- Front gate and entrance door to be opened by the Headteacher or School Administrator only.
- If the children are outside and need to come inside, then an intermittent whistle will be blown in school, on the field and on the playground, accompanied by staff shouting 'lockdown'. Staff and pupils [wherever they are] will go to classrooms and take cover under tables. MDS will ensure that the main external doors are locked and then join in the class where they normally support. Staff will go to their classrooms.
- A key will be stored on a hook near to each classroom door. This will be used to lock the door from within
- Blinds attached to the window of the internal doors will be pulled down.
- Blinds at external windows and doors will be closed.
- A paper register will be kept near to the door, staff will use this to take a register to ensure that all children are in the building
- Members of staff on duty to do a sweep of the ~~outdoor~~ external and internal areas before coming into school and securing the outside doors.
- Any member of staff can alert the school to lockdown by blowing their whistle intermittently. If a classroom teacher alerts the school of a lockdown then class teachers are to follow the procedures outlined above. Staff not in classrooms [including the Headteacher and School Business Manager] will ensure that all external doors are locked, including the front entrance, and alert the police.
- Children and staff will remain in the room they are in. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart

boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.

- The Headteacher will decide if children and staff would be safer in the hall or in on a particular classroom depending on the emergency situation.
- ~~A roll call will be taken using the fire registers once in lockdown positions.~~
- ~~Once the police are called the School Administrator will hand out the registers.~~
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when intermittent whistle sounds.
- Headteacher and/ or Deputy Headteacher to ensure all outside doors are secure and then base themselves in the corridor.
- Caretaker and any cooking staff base themselves in the kitchen.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Business Officer.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

School Business Officer to ensure that the front entrance door is locked and police called if necessary.

Head teacher to shut and lock external doors around school

Catering staff to lock the kitchen and hall door and remain in the kitchen.

Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows

Nearest adult to check exit doors are locked.

Staff on PPA stay in staff work room

Staff or children in the hall taken to the classroom

All other staff/ children head to the nearest classroom.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school text system and / or parenthub.

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 will 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 as soon as possible 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 these procedures in very rare circumstances.

Evacuation drills

Practices will take place at least twice 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. ~~(Children will not be asked to hide during practices)~~

An action plan will be written outlining the further improvements that need to be made.

Each lockdown will be based around a different scenario. Governors will be invited to attend to share feedback.

Parents will be informed once a lockdown practice has taken place.