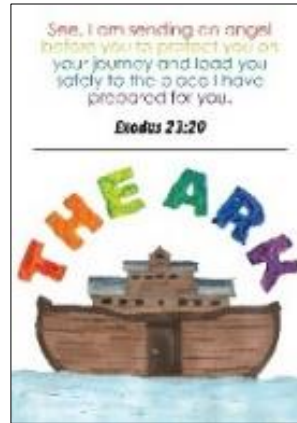


St Michael's CE (A)



Primary School

Lock Down Policy and Procedures

The Lord says, 'For I know the plans for you...plans to give you hope and a future.'

Jeremiah 29 verse 11

Date Approved: Thursday 6th July 2024

Review date: July 2025

Signed: *Mel Grychtol* (Chair of Site Management)

St Michael's CE (A) Primary School

Lock Down Policy and Procedures

School Vision

The Lord says, 'For I know the plans I have for you plans to give you hope and a future.'
Jeremiah 29 verse 11

As an inclusive Christian school, St Michael's Church of England (Aided) Primary School values everyone as a child of God and rejoices in its diversity. Our vision is to provide a happy, loving and nurturing environment where all have the confidence to make outstanding progress and so expand and fulfil their hopes and aspirations. Our inspiring, enriched curriculum promotes a thirst for knowledge and develops wisdom.

As part of our vision, mission and associated values we place great importance on ensuring all users of our premises are safe and we particularly ensure the safeguarding of children as a priority for all adults involved with the school.

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 persons, intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing a high sounding continuous siren and a call to the classroom saying – **CODE BLACK FULL LOCKDOWN.**

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. 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 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. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

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 when lockdown procedure is engaged.
4. If practicable staff should notify the front pastoral/ reception by phone that they have entered lock down and identify those children not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear. This will be signalled with 3 short bursts of the fire alarm.
7. 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.

Staff Roles

1. Principal will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Office Manager to call the police, Three Spires Trust & the Local Authority (LA phone number on display in the school office)
3. If a class is out of school e.g. at the swimming baths, church on a trip, office staff will call the class teacher and warn them that the school is in lock down. Advice will be given as to when it is safe to return to school.
4. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in quiet activity or read a story to keep alert to the emotional needs of the pupils.
5. Do not allow anyone out of the classroom during a lockdown under any circumstance.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via text through MarvellousMe.
- Parents will be told:
'The school is in a full lock down situation. During this period phones, must not be used and entrances will be unmanned, 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 lockdown.
- 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.
- A letter to parents will be sent home on the nearest possible day following any serious incidents to inform parents of the context of the lock down 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 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
Principal	Initial contact with the emergency services
Vice Principal	Liaison with parents
Teachers (on a rotating basis)	Pupil control
Signals	
Signal for lockdown	High sounding continual buzz
Signal for all-clear	X 3 short blasts of the fire alarm
Lockdown	
Specified assembly points	Classroom, offices, school hall
Entrance points	Main school entrance
Communication arrangements	Telephone system Mobile phones
Notes	

Lock Down 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: <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against the wall • Keep out of sight and draw curtains to avoid detection • Put mobile phones on silent • Turn off computers and lights • Stay away from the 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.			