



Rudgwick Primary School

Emergency Lockdown Procedures

Inspire - Believe - Achieve



Our Mission:

At Rudgwick Primary School, our mission is to provide a happy, fun, safe place, where kindness shines through and where:

- Excellent teaching and a wide range of experiences **inspires** a love for learning and a curious mind;
- Everyone is valued and respected and feel that they belong;
- Individual strengths and talents are nurtured and celebrated and children **believe** in themselves and, through strong friendships, each other;
- A growth mind set is encouraged, mistakes are seen as learning opportunities and confident, resilient learners grow;
- Children are successful learners who, through both independence and collaboration, can make progress and **achieve** to their full potential.

Review by: FGB
Date for review: January 29

Approve by: FGB
Frequency of review: 3 years

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 is not able to 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 is a serious security risk of the premises due to, for example:

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

Notification of Lockdown

Lockdown procedures are to begin immediately when staff hear the lockdown alarm (this is a separate alarm to the fire alarm, used only for this purpose, with a different intermittence period to the fire alarm). This would be accompanied by a notification on WhatsApp (staff communication tool). Verbal communication may be used as well as the alarm.

Procedures/staff roles:

1. Office staff vacate the office and lock the door with the bolt.
2. Office staff inform HT/SLT/SBM of possible intrusion.
3. HT/SLT/SBM decide on approach – sound the alarm; contact the police
4. This will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, all outside doors/windows where it is possible to remain safe. Teachers should secure their own classroom. Headteacher/SLT/SBM to secure all outside doors if safe to do so. Secretary will vacate the school office and lock the office door.
5. 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 under the tables away from external windows/doors. Lights to be turned off and Smart boards and computer monitors if possible. Adults to take up a position of safety and practicality for caring for the children. Those children with additional needs will be supported as appropriate.
6. 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 alarm goes go to Year 2; children in the community room (without an adult or with a peripatetic teacher) go to Year 6. If a class are in the hall they go to the burrow.
7. If a class is outside (once lockdown has started) and are unable to access the building and there is an internal intruder they should not enter the building but evacuate to a safety point – e.g Pennthorpe School. HT/SLT/SBM, when

- locking external doors, will take responsibility for indicating to a class outside what to do (enter building or vacate site).
8. When practicable staff should notify (using WhatsApp communication) the group which children are missing from their class and which additions you have.
 9. Staff to support children in keeping calm and quiet.
 10. Staff to remain in lockdown positions until informed by key staff e.g. HT/SLT/SBM in person that there is an all clear. Reassure children and staff that the situation has been safely resolved.
 11. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so (of a live situation) via the school's established communication network – ParentMail. This will include a request NOT to collect children, even if the end of the school day arrives, until we know lockdown has ceased and we have communicated that with parents.
- 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.
- Confirmation will be sent via ParentMail when the lockdown procedure has concluded and the situation has been resolved. This will include alternative arrangements to collect children if required.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Staff and children will take part in a lock down drill a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of drills will take place and will be debriefed to staff so improvements can be made. Advance warning of a lockdown drill will be provided for the first drill of each academic year and this will be followed by further drills which may be unannounced.

Review

This policy and procedures will be reviewed every three years and will be reviewed in line with H+S procedures.