**LOCK DOWN POLICY AND PROCEDURES**

All schools should consider the need for robust and tested school lock down procedures. Lock down 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 and pupils in the school.

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.

**Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately via the pod leaders’ internal radio system.

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

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

The notification of a lockdown activates a process of children being ushered into the school building as quickly as possible (if they are outside) and the locking of the school’s connecting doors and all outside doors. If they are inside, the children remain in the room (or hall) they are in but stay away from windows so that they to try to remain out of sight.

Anyone 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).

If a class is out of school e.g. at the leisure centre, church or on a trip office, staff will call the teacher or pod leader and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.

Staff will (as best they can) keep a calm atmosphere in the classroom and keep alert to the emotional needs of the pupils.

Individual teachers or pod leaders will close doors and windows. They must not allow anyone out of the classroom during a lockdown under any circumstances and remain so until notified that there is an all clear.

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 (or SLT in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

2. Principal or SLT to call police if necessary.

**Communication with parents**

If necessary, parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system. Parents will be told:

*‘..the school is in a full lockdown situation. During this period external doors are locked and nobody allowed in or out…’*

Depending on the type and severity of the incident, parents may be asked NOT to come to the school until they receive notice that it has ended and is safe to do so.

If the end of the day is extended due to the lock down, parents will be notified as soon as practicable.

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 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.