



Parbold Douglas

CHURCH OF ENGLAND ACADEMY

Lockdown Policy and Procedures

Date of last review: December 2022



Parbold Douglas CE Academy

Lockdown Policy and Procedures [Last updated: December 2022]

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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 due to, for example:

- a near-by chemical spillage,
- the proximity of dangerous dogs,
- attempted access by unauthorised persons intent in causing harm/damage.
- an incident or civil disturbance in the local community which poses a risk to the school
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity of the school

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing **x3 sets of x3** short bursts of a whistle.

Procedures (in the event of a Lockdown)

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.

If children are indoors and the signal is heard, the children will 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 will be turned off. Mobile phones will be put on silent mode.

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.

If practicable staff should notify reception/office by phone or email via ipad that they have entered lock down and identify those children not accounted for.

We will 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

Staff will support children, where necessary, to keep calm and quiet. The staff and children will remain in lock down positions until informed by a member of SLT that there is an all clear.



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As soon as possible after the lock down, teachers will return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles

The School Secretary and School Business Manager will ensure that their offices are locked and police called if necessary. The Headteacher and/or site supervisor will lock the school's front doors and entrances. All staff will lock lock/close classroom door(s) and windows. The nearest adult will check exit doors. A member of SLT will inform staff when there is an all clear.

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told:

‘.the school is in a full lockdown situation. During this period the phone lines and entrances will be un-manned, 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 lock down. 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 office staff or emergency services.

After a lock down, 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

Should school leaders feel it is necessary and appropriate, lockdown drills may take place to ensure staff know exactly what to do in such a situation. Monitoring of drills will take place and staff will be debriefed for positive reinforcement or to identify required improvements.

If a drill is to take place, careful consideration will be given to the impact on children. The drill will always be explained to children in advance so they understand what to expect.

Policy evaluation and review

The head teacher and governing board are responsible for reviewing this policy.

The policy is reviewed every three years.

Date of last review: December 2022

Date of next review: December 2025

