



# Lockdown Policy

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**Date of review:** September 2017

## Contents

- 1. Introduction**
- 2. Procedure**
- 3. Parents**
- 4. Emergency services**

# 1. Introduction

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Worsley Bridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Definition:**

A lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured by staying in the building with doors and windows locked and blinds drawn. Pupils would be moved away from windows and doors for safety. This could occur as a result of a chemical spill, weapons crisis, or criminal activity.

## 2. Procedure

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Management of the situation will depend on the circumstances presented:

- Remain calm and keep the children calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

1. Staff will be alerted to the activation of the plan by use of the internal phone system or quietly informed by the Headteacher (or designated deputy).
2. The Office Staff will contact Police on 999.
3. Pupils who are outside the school building are brought inside as quickly as possible.
4. All external doors and windows are locked (depending on the circumstances internal doors may also need to be locked).
5. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows and blinds pulled down or pupils will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or Police.
6. Once in lockdown mode, staff should notify the Office immediately of any pupils not accounted for, through the internal phone system, and instigate an immediate safe search.
7. Parents should be notified as soon as it is practicable to do so via the school's established communications system: Parent Mail or School Website.
8. Pupils will not be released during a lockdown.
9. If it is necessary to evacuate the building, the fire alarm will be sounded and normal evacuation procedures will be followed.
10. The Police Officer in charge will evaluate the situation and notify the Head Teacher when the school is safe and/or if any further action is needed.
11. The Head Teacher/Chair of Governors will need to report the incident directly to the Local Authority Health & Safety Team.

- A lockdown drill will be undertaken annually.
- Parents will be informed of the school's lockdown policy and a copy placed on the school website.

## 3. Parents

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Parent communication during a lockdown should give enough information so that they:

- Are re-assured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to school. They would interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them with information about when and where it will be safe to collect children.

School may need to re-inforce the message:

“ ..... the school is in a full lockdown situation. During this period the school telephone line and all entrances will be un-manned, external doors locked and nobody allowed in or out ...” via the school Parent Mail system and website.

## 4. Emergency Services

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It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the situation that has triggered the lockdown.

Emergency Services will support the decision of the Head Teacher regarding timing of communication with Parents.

**Signed:** Chair of Governors

**Signed:** Governor with responsibility for Safe Guarding

**Signed:** Headteacher

**Date:**