



THE GREETLAND ACADEMY

Lockdown Policy

Approved by:	Local Governing Board		
Responsible department:	SBM		
Last review date:	July 2024	Last reviewed by:	Sarah Kaler
Last updated:	July 2024	Last updated by:	Sarah Kaler
Next review due:	July 2025		

Lockdown Policy and Procedures

1 Lockdown Policy and Procedures

- 1.1 All schools should consider the need for robust and tested school lockdown procedures. Lockdown 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. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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.
- 1.2 A lockdown is implemented when there are serious security risks for the premises, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

2 Notification of Lockdown

- 2.1 Staff will be notified that lockdown procedures are to take place immediately by activating the lockdown alarm:

To activate KS1 Lock Down Alarm (located in KS1 office)

Turn the inserted key clockwise from 0 to 1.

Unlike the fire alarm which is a continuous siren the Lock Down sound is a pulsing sound.

Pulsing alarm – Lock Down – STAY IN

Continuous alarm – fire – GET OUT

To activate KS2 Lock Down Alarm (located in KS2 office)

Turn the inserted key clockwise.

Unlike the fire alarm which is a continuous siren the Lock Down sound is a pulsing sound.

Pulsing alarm – Lock Down – STAY IN

Continuous alarm – fire – GET OUT

- 2.2 **If Outside:**

The above signal will activate a process of children being ushered into the school building as quickly as possible, unless this will endanger them and others. If members of staff and children remain outside during the implementation of a full lockdown they will hide in the designated safe area until the emergency services arrive. These are:

KS1: In the woodland on the field

KS2: In the bottom corner of the field where the storage containers are

- 2.3 **If Inside:**
At the given signal staff and children must remain in the room they are in or will be guided to the nearest room.

3 Procedures:

3.1 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 lockdown for some time

- 3.2 At the given signal, the children remain in their classrooms or other room they are in, and the staff will ensure the windows and doors are closed/locked and blinds closed where possible, and children are positioned away from possible sightlines from external windows/doors. Lights to be turned off. Mobile phones are put on silent mode.

- 3.3 Instruct pupils to either sit on the floor, under a table or against a wall.

- 3.4 Children, adults (e.g. volunteers, visitors.) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and classteacher e.g. children using toilets when lockdown procedure is engaged.

- 3.5 No adult or child to leave the room for any reason whilst in lockdown.

- 3.6 Staff on PPA to lockdown in the staff room; remaining quiet with no kettles on.

- 3.7 Catering Staff to close the shutter to kitchen and turn off lights.

- 3.8 If practicable staff should notify the school office by email via the class iPad or computer that they have entered lockdown and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- 3.9 Staff to support children in keeping calm and quiet.

- 3.10 Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Admin Staff or Emergency services in person that there is an 'all clear'.

- 3.11 As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

4 Staff Roles:

- 4.1 Principal, Deputy Principal (or School Business Manager in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- 4.2 Principal or SBM to call police and GHAT COO (JAYNE FIRFH)
- 4.3 If a class is out of school e.g. at swimming, church or on a trip/visit admin staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
- 4.4 Teachers will (as best they can) keep a calm atmosphere in the classroom, engaging in a quiet activity or read a story and keep alert to the emotional needs of the pupils, unless the situation deems the need for silence.
- 4.5 Do not allow anyone out of the classroom during a lockdown under any circumstances.

5 Communication with parents

- 5.1 If necessary, parents will be notified as soon as it is practical to do so via Facebook/Arbor/Seesaw.
- 5.2 Parents will be told:
'..the school is in a full lockdown situation. During this period the phones must not be used, and entrances will be un-manned, external doors locked and nobody allowed in or out...'
- 5.3 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.
- 5.4 Pupils will not be released to parents during a lockdown.
- 5.5 If it becomes necessary to evacuate the building a continuous ring of the fire alarm will be sounded.
- 5.6 Parents will be asked not to call school as this may tie up emergency lines.
- 5.7 If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.
- 5.8 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.

6 Lockdown drills

- 6.1 Lockdown practices will take place at least once a term 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.

7 Review

- 7.1 The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: **July 2024**

Next review: **July 2026**