



Three Lane Ends Academy Lockdown Procedures 2019

Rationale

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.

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. 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.

School Close Procedure sets out the following:-

- **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 lockdown for some time

Plan	
Staff responsibilities	
Headteacher	To Contact Emergency services, in her absence the Deputy headteacher to contact emergency services
Other staff members	<ul style="list-style-type: none">• Deputy headteacher: communicate with parents• Admin staff to contact nursery and kitchen immediately. Collect

	<p>emergency bag and phone from the office and take to the hall.</p> <ul style="list-style-type: none"> • Teachers and support staff: stay with pupils, take children to the hall, movement around school to be kept to a minimum. • Caretaker/Business Manager/Admin ensure all access points are secured
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • Internal message systems • Email message • Word of mouth
All clear signal	<ul style="list-style-type: none"> • Internal message systems • Word of Mouth
Evacuation signal	<p>Make sure people know this in case you need to evacuate the school. Fire alarm to be sounded.</p>
Lockdown	
Assembly points	<p>Main school hall. Catering staff to close down shutters and lock doors and stay in office area out of sight.</p>
Entrance and exit points	<p>The hall can be secured via the Paxton locks at the rear of the hall and Paxton locks in reception areas.</p> <p>Caretaker to secure gates if there is time, Admin and Business Manager to ensure all doors and windows are secured.</p> <p>Telephone call to kitchen to ensure that kitchen is secured.</p>
Bringing pupils inside	<p>If pupils are outside</p> <ul style="list-style-type: none"> • Staff to have a walkie talkie if on duty so they are aware with a message from the office • Other staff receiving the message via word of mouth to bring children into the building as soon as possible. <p>Once in the building all children are taken to the hall.</p> <p>Full register completed using normal fire procedures.</p>

Steps to increase protection from danger	<ul style="list-style-type: none"> • Lock and screen doors, close blinds • All children in the hall and close blinds– cannot be seen from exterior of school • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent, or turned off • Ensure emergency services have the contact number of the headteacher.
Internal communication	Internal communication for staff via walkie talkies, email and text.
Communication with parents	Parents to be contacted via text and APP in the first instance. Parents to be asked not to call the school or come to the school until the lockdown has been completed.
Additional notes	<i>Children with additional needs to be supported as per their PEEP.</i>

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <ul style="list-style-type: none"> • Close doors and windows in classrooms • Lock exterior doors 			

<ul style="list-style-type: none"> • Close blinds • Turn phones to silent 			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

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.

Review The governing body reviews this policy every three 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.

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 the office staff or the emergency services.

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.

A letter which can be sent to parents explaining lockdown procedures is attached as annex 1

Annex 1

Dear parent/carer,

Re: Enhancing safety in our school

At Three Lane Ends Academy, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on [insert date].

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- *School will be informed via internal message and word of mouth*
- *Pupils will come inside immediately if outside, everyone will move to the hall*
- *Registers will be taken*
- *The hall is secured via new Paxton Locks and blinds will be closed*
- *The headteacher will contact emergency services immediately*

Instructions for parents in the event of a lockdown (not in the event of a practice event)

- *Parents will be informed of a lockdown via text or the school APP*
- *During the lockdown we would ask parents do not try to contact the school as lines will be needed for emergency services*
- *We would ask that parents do not use social media during this period as this may spread unwanted information and cause panic*
- *Should a lockdown continue after school hours parents will be informed via text and the APP/*

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. We must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact *your class teacher*.

Yours sincerely,