



Lock Down Procedure Policy

Policy Area

Key Document

Author

Headteacher

Version

1.0

Last Updated

May 2018

Adopted by the Local Advisory Board (LAB)

October 2018

Next Review

October 2019

This procedure is to be used in the case of an emergency requiring all children to be inside the building, for example in any of the following cases:

- The close proximity of a dangerous dog or wild animal roaming loose (Schools near Zoo's and or livestock establishments).
- A potentially dangerous intruder is seen on the school grounds
- A potentially dangerous dog or other animal is loose in the grounds
- A chemical spill or potential pollutant outside the building
- The police have informed us we should use our lockdown procedure

LOCK DOWN SIGNAL: SIX long blows on the whistle

This will be done downstairs and upstairs in the temporary CWS building by the Headteacher, or in the absence of the Headteacher by the next most senior member of staff, if it is deemed necessary for the school to go into lock down.

On this signal, the following actions should be taken:

CLASSROOM STAFF

- If you are outside with your class, return to the building via the nearest door, locking it behind the last person if you can see no other children or staff in the area behind you.
- Return to your classroom in an orderly manner, locking all outside doors (unless you can see children or staff coming towards the building).
- Close all the windows and blinds, leaving the door blind until last.
- A member of the staff from your team should check the nearest corridor doors are locked, not forgetting any specialist teaching and staff rooms.
- In each case, when locking a door, do not lock out any staff or children you can see in the area coming towards you but remain by the door to lock it once everyone is in.
- Seat the children away from the windows under the tables.
- If it is possible to do so, access your phone (set to silent).
- Log in to your school email account and check frequently for updates.

OFFICE STAFF/SITE STAFF

- Lock the front door
- Lock all other doors in reception area
- Lower the hatch and blinds
- Bring the telephone to the floor
- Remain out of sight under the tables
- Call 999
- If it is possible to do so, access your phone (set to silent).
- Log in to your school email account and check frequently for updates.

CATERING STAFF / VISITORS

- Move quickly to the nearest lockable area – whether classroom or office and follow procedures as directed by a member of the office / teaching staff.

BREAK / LUNCH PROCEDURE

- Staff should direct children to the nearest external door
- A member of staff should remain by each of the external doors until all children and staff are off the playground, after which they should lock it and return to their classroom and the procedures above for classroom staff and office/site staff should be followed.

ALL CLEAR

- The most senior member of staff in the school (usually the head or assistant head) will ascertain when the situation is safe and will **blow the whistle four times to signal the all clear.**
- At this time, staff and students should go calmly to wherever they would normally be at this time of the school day.