Rationale

As part of our Health and Safety procedures the school has lock-down guidelines. 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 lock-down is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

Notification of Lockdown

Staff will be notified that lock-down procedures are to take place immediately on hearing a 20 second burst of the internal school bell.

Procedures:

Follow the CLOSE procedure:
- Close all windows and doors
- Lock external doors and internal classroom doors, pull down blinds on the ground floor and switch off classroom lights
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. 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.

2. At the given signal the children 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 to be turned off. Mobile phones are put on silent mode.

3. 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.

4. If practicable staff should notify the office by phone that they have entered lock down and identify any children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.

The lock down will finish when the school bell is sounded again for 20 seconds continuously.