



# Dale Community Primary and Stonehill Nursery Federation

## Lockdown Policy and Procedures

**Head Teacher:** Louise Foster

**Chair of Governors:** Russell Langley

**Policy Approved by:** Governors Behaviour and Safety Committee

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## Lockdown Policy and Procedures

### Rationale

Dale Community Primary School is implementing this policy to ensure that in the event that pupils and staff are faced with hazards in the school grounds or outside the school, pupils and staff may be locked within the building for their own safety. This might occur if there is a dangerous intruder on school grounds, but also may occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for pupils, staff and visitors to be outside of the school perimeter.

This policy applies to employees, volunteers, parents, carers, pupils and people visiting the school site. It covers the procedures staff should take if the school is required to go to lockdown.

### Aims

- To provide a safe and secure environment for our pupils, staff and visitors
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

### Implementation

#### All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

#### For parents

Parents too should know that the school has a lockdown policy and a copy should be placed on the school's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **pupils will not be released to parents during lockdown**. Parents are also asked not to call the school as this may tie up emergency lines that must remain open.

Emergency Services will support the decision of the Head Teacher regarding the timing of communication to parents. Please be assured in the event of a lockdown that the school's overriding consideration is the safety and well-being of your child and school personnel.

## Lockdown Procedures - Dale

**Partial Lockdown:** The following procedures should be followed when the threat is outside of the school main building / perimeter.

**Immediate action:**

- Exterior perimeter doors / gates **are to be locked**
- All outside activity to cease immediately; pupils and staff return to building
- All staff and pupils must remain inside
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
- Teachers should record the attendance of pupils in each classroom and prepare a list of missing and extra pupils in the room
- Classroom doors must be locked
- Windows to be closed, blinds drawn, teaching can continue with the lights on
- Do not leave the site until a member of the senior leadership team or the site manager has given you the password.

**Full Lockdown:** The following procedures should be followed when the threat or intruder is inside of the school building / perimeter.

**Immediate action:**

- Classes that are **outside of the main building should not** re-enter the building and staff should move pupils as far away from the school building as possible. If necessary the site manager will unlock the perimeter gates so that pupils can be led to safety
- Internal pupils **must** return to classrooms or another locked room
- Teachers should record the attendance of pupils in each classroom and prepare a list of missing and / or extra pupils in the room
- Classroom doors must be locked
- Windows to be closed, blinds drawn, pupils to sit quietly out of sight (e.g. under desks or around a corner and away from windows)
- **Ignore** any fire alarm activation; the school will not be evacuated using this method as the alarm could be set off by the intruder  
**Do not** leave the building until a member of the senior leadership team or the site manager has given you the password.

## Lockdown Procedures - Stonehill

**Partial Lockdown:** The following procedures should be followed when the threat is outside of the school main building / perimeter.

**Immediate action:**

- Exterior perimeter doors / gates / shutters **are to be locked**
- All outside activity to cease immediately; pupils and staff return to building
- All staff and pupils must remain inside
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
- Teachers should record the attendance of pupils in each section of the nursery and prepare a list of missing and / or extra pupils in the room
- Windows to be closed, blinds drawn, teaching can continue with the lights on
- Do not leave the site until a member of the senior leadership team or the site manager has given you the password.

**Full Lockdown:** The following procedures should be followed when the threat or intruder is inside of the school building / perimeter.

**Immediate action:**

- Classes that are **outside of the main building should not** re-enter the building and staff should lead pupils to safety by moving them down each side of the building and leaving the grounds by the car park getting as far away from the school as possible
- Staff can unlock gates with their fobs to lead the pupils to safety
- Internal pupils and staff must go to the Library and record the attendance of everyone present making a list of missing of extra pupils and or staff
- Teachers should record the attendance of pupils in each classroom and prepare a list of missing and extra pupils in the room
- The Library door must be locked by a key not the thumb lock
- Windows to be closed, blinds drawn, pupils to sit quietly out of sight with the lights out
- **Ignore** any fire alarm activation; the school will not be evacuated using this method as the alarm could be set off by the intruder
- **Do not** leave the building until a member of the senior leadership team or the site manager has given you the password.