Lock-Down Procedure Policy

Ashley Junior School

Head teacher	Mrs. C Bartolomeo
Date due for renewal	October 2027
Updated	October 2026

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

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
- attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing **5 separate school bell alarms (set off in school office), with announcement of a Lockdown.** The Headteacher or Caretaker will be responsible for this.

Procedures:

Follow the **CLOSE** procedure:

- **C**lose all windows and doors – Lights to be turned off
- **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 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. The Admin Officer or nearest available person will use the manual over-ride to ensure the door leading to the lobby is locked. ***The manual over –ride is located by the Admin Officer's desk. Remove the plastic face. At the right-hand side of the timer is a switch. Move this down to 0.***
3. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed 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.

4. 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.
5. If practicable staff should notify the reception by walkie-talkie that they have entered lock down and identify those children not accounted for.

It is imperative that walkie-talkies are checked each morning to ensure they are working and charged.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff (e.g. member of Senior Leadership Team or Office Staff), via walkie talkie system, that there is an all clear.
3. As soon as possible after the lock down, teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrative officer to ensure that their office is locked and police called if necessary.
2. Headteacher or site manager lock the school's front doors and entrances.
3. Individual teachers/ LSA /close classroom door(s) and windows. Nearest adult to check exit doors.
4. Headteacher, Caretaker or Senior Leader will inform staff when all is safe, via walkie talkie system, and the Lock-down has ended.

Communication with parents

If necessary and possible, parents will be notified as soon as it is practical to do so via the school's text system. Parents will be told:

'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. The police have been contacted.'

- Parents and carers are asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents are asked not to call school as this may tie up emergency lines.
- 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 office staff or 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.

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

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.