



Lock Down Policy and Procedures

Empathy, Respect, Forgiveness and Responsibility

Committee Responsible:	Resource, Finance and Personnel Committee
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Mission Statement

At The King's CE School

we believe that everyone is unique and created in God's image.

We enable all to achieve their God-given potential;

to grow, learn and aspire;

to transform their lives and the lives of others

and to journey in faith without limits

within a unified, respectful and harmonious community.

'Aspire, Believe and Achieve Together'

Aspire to be the best that we can be... Believe that anything is possible... Achieve beyond what we ever imagined...

- ◆ Learn and worship in the name of God – Father, Son and Holy Spirit – revealed in the life, death, and resurrection of Jesus Christ and value, respect and celebrate all faiths and cultures.
- ◆ Believe in themselves and become successful adult – developing their vision, faith, ambition and aspirations.
- ◆ Develop a resilience and inner strength to overcome life challenges.
- ◆ Embrace life-enriching experiences and make well-informed lifestyle choices that promote health and wellbeing.
- ◆ Develop thinking skills and transferrable skills, working in partnership to become life-long learners.

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This policy should be read in conjunction with the National Counter Terrorism Security Office (NaCTSO) Guidance Note 1a/2016 and be advised that the Police could be contacted as an additional source of enquiry.

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 is not able to 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 is serious risk to 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.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing the lock down alarm

Procedures

Follow the **CLOSE** procedure:

Close 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 lock down for some time

1. On hearing the signal to implement lock down. Children, staff and visitors should be ushered into the school building if on the grounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors / shutters where it is possible to remain safe. As appropriate the school reception will establish communication with the emergency services and notify City of Wolverhampton Council via the 'School emergency' phone number.
2. The children should 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. Ensure that pupils, staff and visitors are aware of an exit in case an intruder does gain access.
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 lock down alert is signalled. If a class is in the opposite hall from where their classroom is, they are to go to one of the nearest rooms.
4. If practicable staff should notify the reception by phone that they have entered lock down and those children are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until the lock down alarm is sounded again. Only the Principal or Vice Principal's have the authority to do this.

7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for. ***If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.***

Staff Roles

1. Reception to ensure that their office(s) are locked and police called if necessary.
2. Classroom teachers to lock / close classroom door(s) and windows
3. Principal to liaise with parents as soon as it is practicable to do so

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the schools established communication channel (school comms, class charts notifications)
- 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...>

<AFTER AN INCIDENT TODAY THE SCHOOL WAS PLACED IN LOCKDOWN AT... PROCEDURES AND POLICIES WERE FOLLOWED AND ALL MEMBERS OF STAFF AND CHILDREN ARE SAFE>

- Depending on the type and severity of the incident, parents may be 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 will be 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 the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff, to achieve this a lockdown drill will take place a minimum of once a year to ensure everybody knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.