



<b>Policy Title</b>	<b>LOCKDOWN / INVACUATION POLICY</b>
Committee responsible	Resources & Finance committee
Last reviewed	September 2024
Next review due	September 2025
Who is governed by this policy	All staff and pupils at the school
Available on website	<b>YES</b>

# LOCKDOWN / INVACUATION POLICY

Remember to **CLOSE**

**C**lose 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

It may be necessary to lockdown the school in order to protect pupils and staff, this could be due to:

- An intruder on the school grounds or in the school building
- Serious weather conditions
- A potentially dangerous animal loose on the grounds
- The collapse of a tree or building
- An object that has been thrown onto the school grounds from outside
- Chemical /smoke or other potentially dangerous conditions outside the building
- Wasp / bee swarm

**How we deal with a situation will very much depend on what has happened – a mobile threat such as an intruder on site would require different handling to the collapse of a tree or building. This document provides generic guidelines.**

## Notification of lockdown

Staff will be notified that lock down procedures are to be instigated immediately on hearing the warning sound which is an **Air Horn**. On hearing the air horn, individual staff should immediately sound their nearest air horn, if it is safe to do so.

Air horns will be kept in the office, all classes, staff room and playground bucket (person with Air Horn may need to run to the most public place to sound it – if possible e.g. if they are in the hall).

**When staff and children hear an air horn they should STOP, LOOK and LISTEN:**

**STOP** what they are doing

**LOOK** to the nearest familiar adult and

**LISTEN** to their instructions

## **Procedures – where to go**

The procedures will differ depending on the situation / time of day.

### **Break / Lunchtime**

<b>If the risk is outside</b>	<b>If the risk is inside</b>
Bring children into classrooms (not necessarily their own)	Follow fire protocol – lining up on field (if possible)
Staff on break to return to their classrooms	Evacuate to Church
Visitors to nearest occupied classroom	All staff / visitors with children (if possible)

### **Lesson time**

<b>If the risk is outside</b>	<b>If the risk is inside</b>
Children stay in classrooms / hall	Children stay in classrooms / hall
Children should go to the nearest occupied classroom and remain with that class and class teacher e.g. if children have been in the library / group lessons / toilet.	Children should go to the nearest occupied classroom and remain with that class and class teacher eg if children have been in the library / group lessons / toilet.
Any staff member moving around the school should go to the nearest safe place (usually a classroom) and should take with them any children who are moving around the school / in the toilet regardless of whether that child is in their class as the aim is to get to a safe place as quickly and quietly as possible.	Any staff member moving around the school should go to the nearest safe place (usually a classroom) and should take with them any children who are moving around the school / in the toilet regardless of whether that child is in their class as the aim is to get to a safe place as quickly and quietly as possible.
Visitors to nearest safe place occupied classroom and remain with that class.	Visitors to nearest safe place occupied classroom and remain with that class.
	If gunshots are heard, evacuate the building quickly and quietly to the furthest possible safe place (if possible).

## **Procedures – when in your nearest safe place**

If it is known that an intruder is on site then once in your nearest safe place do not move about the school unless absolutely necessary.

- Ensure windows and doors are closed / locked and screened where possible e.g. close blinds
- Internal doors can be barricaded using tables or similar
- Children should be positioned away from the external windows and doors.
- Staff should take a headcount of the children with them, making a note of children from any other classes and informing the relevant staff through the WhatsApp group
- Mobile phones should be silenced if possible and IT equipment should not be used, however phones (on silent mode) could be used to communicate between staff e.g. WhatsApp
- If an armed intruder was on site then children should be told to sit under tables or the tables used to create a shield around them
- Any individual can call 999 at any point to provide Police with updated information e.g. sightings / location of an intruder

## **Responsibility for locking doors**

This is particularly appropriate if there is an intruder outside in the school grounds. If an intruder is on site then staff should not move around the building unless absolutely necessary.

- Office staff to lock the coded door
- Office staff / Headteacher to lock link door and ensure hall fire door is shut
- Office staff / Chartwells to ensure kitchen door is locked

- Year 3 staff to ensure door in children's toilet corridor is locked
- Year 5 and 6 staff to ensure their corridor doors are locked
- All teachers / teaching assistants to be responsible for their own doors and windows
- As staff could be anywhere in the building the above is a guide and the nearest adult should secure external doors (if possible)
- Many classroom doors do not lock; in this instance, if appropriate, tables / chairs could be moved across the door from the inside

### **Procedures – All Clear**

The school will remain in lock down until informed by key staff / Police e.g. SLT or Office Staff that there is all clear.

The all clear will be declared by the ringing of the school bell and the shout of 'All Clear'.

Remember the lock down may go on for some time and you should only move on direct instructions from the teacher in charge.

Once the all clear has been given pupils and staff should return to their normal classes and a full register should be taken. The office should be notified immediately should there be any pupil or staff not accounted for.

### **Communication during Lock down**

If necessary and appropriate parents will be notified as soon as it is practical to do so via the school's established communication network – Parentmail. Any communication must be authorised by the Headteacher or SLT in charge of the situation before it is sent.

Example of message which could be sent is given below

*'...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....'*

It may be necessary to advise parents not to collect their children from school – if this was to occur then parents should be notified as soon as possible about the time and place for pupil collection.

The Teacher in Charge / office staff should inform any staff or pupils offsite (e.g. a trip) not to return to the school during the lock down.

Should the fire alarm sound at any point then the building should be evacuated quickly and quietly and with caution.

**Whatever the situation the adult in charge should:  
Ensure children are silent, as calm as possible and following instructions  
Adults to remain with children at all times**

**And action CLOSE:**

**Close all windows and doors**

**Lock Up**

**Out of sight and minimise movement**

**Stay silent and avoid drawing attention**

**Endure – be aware you may be in lock down for some time**

### **Lock Down Drills**

Lock down practices will take place annually and be recorded in a similar way to fire drills.