



Lock Down Policy and Procedure

School Name	Cherry Lane Primary School
School Address	Sipson Road, Hillingdon, UB7 9DL
Date Policy Revised (Premises Committee)	14 th June 2024
Date of GB Approval (where applicable)	
Date of next revision	<u>June 2025</u>

Rationale:

Cherry Lane Primary School is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents, carers, students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A school lockdown is a serious, and possibly distressing event for a school, it is only implemented in the most serious of circumstances.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident /civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils in the school)
- A warning being received regarding a risk locally (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school.

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Aims:

- To provide a safe and secure environment for our pupils, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.
- The lockdown policy applies when children and adults need to be locked within buildings for their own safety.

Implementation of Lock Down:

Authorised persons' role:

If recognising the situation calls for lockdown, the head teacher and SLT member will send off the air horns. (If circumstances so require, this system may be implemented by another staff member). The horn will place the school into a lockdown situation. It will be the responsibility of the head teacher/Deputy Heads to immediately call the police and inform them of the immediate and serious danger. A second call should be made to the local authority.

The head teacher & Deputy Heads will then assume lockdown position while maintaining phone contact with police. When the police, army or similar body arrive, they will make contact with the head teacher or authorised person when the threat has been averted. When this occurs, the "all clear" horn will be sounded.

Staff, Children and visitors procedure:

A lockdown position assumes that children, staff and visitors will be in class and rooms are locked. All children and adults will be taken to the nearest available lockable room.

Doors will remain locked until the emergency services/authorised persons indicate it is safe to do so.

- In the event of a building lockdown, it is mandatory that all adults and children remain in classrooms. Children and adults, who are outside but near buildings, are to move into the closest occupied lockable classroom/room.
- Known visitors are recognised by the wearing of a "Visitors Pass". If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down, and join whoever is in that room.
- Close the curtains or blinds in the room if they are available. Position children on the floor against the wall adjacent to the door or under the tables or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- The following staff are to check toilets for pupils.
- Kim Ramsey/ KS2 / KS1 julie church, and New Bldg tammy jones.
- Do not allow children to use mobile phones. All mobile phones must be on silent.
- Insist that calm is maintained, children and adults remain completely quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until "all clear" is announced.
- After the "all clear" is sounded, the head teacher or person in charge can authorise the contacting of parents, if appropriate.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and well-being of your child and school personnel.**

- Parents are requested not to come to the school as children will not be released to parents during lockdown.
- Parents are asked not to contact the school as this may tie up emergency lines that must remain open.
- Parents must wait for the school to contact them about when it is safe to come to collect children. This will be via a text message initially.

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...'

Intruder procedures

- All visitors to school must first register at the General Office, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately. Staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.

In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with you to help deal with them.
- Ask a third staff member who is not involved to call the Office/head teacher.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to co-operate, do not escalate the situation. Leave and contact the head teacher/SLT who will contact the police.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Head teacher, to have the police called immediately.

Lockdown Drills

Lock down practices will take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Because of the upsetting nature of the drill, parents and school staff may be warned in advance of it occurring. Drills will be carried out in an age appropriate and sensitive manner.

Evaluation and Review

This policy will be reviewed and updated as required and at times when our emergency management procedures are under review.

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 should be undertaken at least once a year.