



## **Lock Down/Lock Out Policy**

**Brierley CE (VC) Primary School**

## **Our Vision**

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

## **Rationale**

The Government requires all Council sites including schools to consider the need for robust and tested lockdown procedures. As part of our Safeguarding and Health and Safety policies, Brierley CE (VC) Primary School has implemented a Lockdown/Lockout Policy. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

On rare occasions it may be necessary to seal off the school so that it is not possible to enter the interior of the school. 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 executed when there is a serious risk to the premises, pupils, staff and visitors, e.g. a chemical spillage, proximity of dangerous animals or attempted access by unauthorised people intent on causing harm or damage.

## **Lock Down Procedure:**

### **Notification of Lockdown**

A member of the SLT will move swiftly around school to inform staff that lockdown procedures are to be taken immediately.

**Mrs Benson/Mrs Gough** and **Mrs Wood** will access an 'emergency box' – one of which is located in the school office and the other in the PPA room.

All staff will then follow the **CLOSE** procedure.

- Close all windows and doors;
- Lock/ensure all external classroom doors are locked;
- Out of sight and minimise movement;
- Stay quiet and avoid drawing attention;
- Expect that you may be in lockdown for some time.

Alarmed door stops will be put in place once doors are closed.

The process will then be activated by class teachers keeping all children in their class and taking the class register to ensure that every child is present.

The **Headteacher and PSA** will check and carry out a 'sweep' of the school.

In the absence of the **Headteacher**, the **Assistant Headteacher** will assume the role of Headteacher.

**Checking all areas: Mrs Benson/Mrs Gough – overall supervision**

**Staff toilets: Mrs Holroyd**

**FS2, KS1 Classrooms: Mrs Holroyd**

**Hall, KS2: Mrs Benson/Mrs Gough**

**UKS2 toilets: Mrs Benson/Mrs Gough**

**Entrance and foyer area: Mrs Holroyd**

**Teachers** should notify the Headteacher if any children are not accounted for.

Depending on the nature of the lockdown, all children, staff and visitors will remain in their classroom where they are positioned away from possible sightings and away from external windows/doors. Lights, smart boards and computer monitors should be turned off. Mobile phones should be put on silent mode. No one should move about the school. Staff will support pupils to ensure they are calm and quiet.

The door stopper, issued to all classes, which prevents the internal classroom doors being opened from the corridors will be used in the event of lockdown.

Children will remain in class and move underneath the tables. They will remain here until it is deemed safe. Registers will be taken as previous instruction.

### **Staff and children who are outside**

Staff and children who are outside will be notified by the Head teacher/Assistant head/PSA or SBM that a lock down is in process and must make their way to the nearest entrance point to school and go into the nearest classroom.

Children do not need to go back to their own classrooms but to the nearest one giving entry to school.

Staff to follow the **CLOSE** procedure.

### **Staff Roles**

- **Mrs Wood** will ensure the police are called if necessary;
- **Mrs Benson/Mrs Gough/Mrs Holroyd** will ensure the school's main entrance is locked if appropriate and safe to do so;
- **Teachers/Teaching Assistants** will lock/close classroom doors, windows and blinds and ensure that the outer cloakroom doors are also locked;
- **Mrs Benson/Mrs Gough/Mrs Holroyd** will take advice from the emergency services about when to communicate the situation to parents.

### **Communication with Parents**

If necessary, parents will be notified as soon as it is practical to do so via the school's e-mail / Class Dojo messaging service. Parents will be informed..... **"The school is in a full lock down situation. During this period the entrances will not be staffed, external doors locked and nobody allowed in or out. Please do not contact the school in case phones lines are needed for emergency services. We will keep you informed of the situation "**.

Depending on the type and severity of the incident, parents may also 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 lockdown;
- Parents will be asked not to call school as this may tie up emergency telephone lines;
- If the school day is extended due to the lockdown, parents will be notified and will receive information about the time and place their child can be collected from.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform them of the context of the lockdown and to encourage parents to reinforce the importance of following procedures in these very rare circumstances with their children.

### **Lockdown Drills/Practices**

Lockdown practices will take twice a year in school to ensure everyone is aware of exactly what to do in such a situation.

### **Monitoring and Review**

Monitoring of the above practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

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

### **Lock out Procedure:**

The overall aim is to save life, therefore evacuation is of paramount importance.

Anyone discovering suspect packages or anything of concern such as the smell of gas should raise the alarm by informing a member of the SLT who will go around school telling staff there is an evacuation.

Evacuation drills are carried out at least every six months and recorded in the Fire Log Book under 'Evacuation other than fire' which is kept in the school office.

### **Evacuation arrangements:**

**All Staff** will be issued with a hi-vis vest to wear

**Mrs Fletcher** will open the gates to allow children to leave the premises

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly point, which is the Methodist Church in Brierley.

Everyone on site, children and adults, must leave by the nearest exit as per a fire drill.

**Classroom staff** will check that their classrooms and toilet areas are vacant as they leave and will close doors and windows if it is safe to do so.

Medication will be taken to the meeting point by **class teachers**

Check that students, staff and visitors are all accounted for

Maintain a record of actions/decisions undertaken and times.

### **Sweeping arrangements:**

Two members of staff (Mrs Benson/ Mrs Gough) and Mrs Holroyd will be responsible for a sweep of the school. The pod and outside areas will also be checked

In the absence of the **Headteacher**, the **Assistant Headteacher** will assume the role of Headteacher.

**Checking all areas: Mrs Benson/Mrs Gough – overall supervision**

**Staff toilets: Mrs Holroyd**

**FS2, KS1 Classrooms: Mrs Holroyd**

**Hall, KS2: Mrs Benson/Mrs Gough**

**UKS2 toilets: Mrs Benson/Mrs Gough**

**Entrance and foyer area: Mrs Holroyd**

### **Head count:**

**Class teachers** will take the class register at the assembly point.

**Mrs Fletcher** will print a register to show which staff and visitors are present at school

Upon checking the registers, teachers should be mindful of any child who has arrived late or has been taken off site for illness or an appointment.

The **Mrs Benson/Mrs Gough** will check that all children and adults are accounted for.

Children should stand still and quiet once the meeting point has been reached.

**All staff and visitors should be signed in and out.**

### **Emergency Services**

**Mrs Wood** will call the police and/or fire service and check that the reception area is vacated.

If any visitors are present the adult they are working with will ensure that they know what to do.

### **Access**

**Mrs Fletcher** will unlock the gates to allow fire service access.

Reverend Claire Rawlinson will be contacted for access to the church (01226 780420)

### **Actions after Lock-Out Procedure**

- Contact parents via email / Class Dojo to reunite them with children
- Determine if there is any specific information students, staff and visitors need to know
- Ensure any students, staff or visitors with medical or other needs are supported
- Print and issue pre-prepared parent letters and give these to students to take home
- Ensure any students, staff or visitors with medical or other needs are supported
- Ensure all staff are made aware of Employee Assistance Program (Counselling and Support) contact details
- Prepare and maintain records and documentation
- Undertake operational debrief to review the lock-out and procedural changes that may be required

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