**St John & St James Church of England**

**Primary School**



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| **School Lock Down Procedures**   |  |  |  |  | | --- | --- | --- | --- | | **Document Information** | | | | | **Policy Number:** |  | **Created by:** |  | | **Reviewed by:** |  | **Responsibility:** |  | | **Last Review:** |  | **Next Review:** |  | | **Review Cycle:** |  | **Ratified by FGB:** |  | | **Signature (FGB)** |  | **Signature (Head)** |  |  1. **Introduction**   The school has developed school lock down procedures to ensure a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and visitors in the school.  These threats are rare, but must be implemented swiftly. Situations giving rise to a lock down could include;   * Civil disturbance in the local community * Attempted access by unauthorized persons intent on harm * A fire in the vicinity * Helicopter landing * Air pollution  1. **Partial Lockdown**   **Alert to staff – ‘Partial Lockdown’**  In a partial lockdown staff and pupils remain in the school building and all doors leading outside are locked. No one should be allowed to enter or leave the building.   * 1. **Immediate Action** * All outside activity ceased immediately, staff and pupils return to the building * All external doors and windows are locked. (seal up cracks around doors and windows if the cause is air pollution) * Staff to await further instruction   A partial lockdown may also be a precautionary measure, but puts the school in a state of readiness should the situation escalate.   1. **Full Lockdown**   **Alert to staff – ‘Full Lockdown’**  The aim of a full lockdown the school and its rooms should appear empty   * 1. **Immediate Action N,R, Y1,2 6** * All outside doors and windows to be locked, blinds closed, and lights off. * All staff and pupils to move to the Atrium / Internal corridor. * Mobile phones to be turned onto silent * Register to be taken   1. **Immediate Action Y3, 4, 5** * All windows and blinds to be closed. All light sources turned off * Staff and pupils to move towards the door and sit on the floor * Mobile phone to be turned to silent * Register to be taken   1. **Immediate Action Office Staff, other employees and visitors** * All doors, windows, blinds, shutters to be locked * All lights to be turned off * Move to a safe area away from windows and doors * School administrator to call the police   **Staff and pupils to remain in lock down until it has been lifted by a senior member of staff/ emergency services. At any point during a lockdown the fire alarm may sound which is a cue to evacuate the building.**   1. **Communication with Parents**   If necessary parents will be notified as soon as is practical via the school’s texting service. They will be told:  ‘.. the school is in a full lockdown situation. During this period the phone will not be answered, all external doors will be locked and no one will be allowed in or out. ..’  Pupils will not be released to parents during a lock down.  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 the emergency services.   1. **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. Assemblies will be used to brief the children and parents notified of procedures through the school newsletter. |
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