

Hampstead Parochial CofE Primary School
School Lockdown Procedures
Autumn 2017



Rationale

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 at the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to a number of situations i.e.

- 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)
- A warning being received regarding a risk locally, air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place following five short bursts of the fire alarm.

Procedures:

1. Upon the signal of the alarm, staff will remain in their classrooms with their pupils. Staff are to lock the doors to the classroom from the inside. All staff have been issued with a red key which will enable them to unlock the doors when required.
2. Pupils who are outside of the school buildings are brought inside as quickly as possible. Where possible pupils should be taken to their own classroom otherwise proceed to the nearest classroom and remain with that class and class teacher.
3. Pupils and staff in the ICT suite will lock the door and remain in the room.
4. Pupils in the hall will remain in the hall.
5. Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
6. Staff should encourage pupils to keep calm.

Extended services/clubs:

- Should lockdown alarm sound during breakfast club or after school clubs staff and pupils must return to the school house if safe to do so.
- Those already in the school house must remain there.
- Staff to lock the main door to the house and account for all pupils registered for breakfast/after school club.

- Staff to then contact a member of the senior leadership team and site officer.

Staff roles:

- SBM will immediately lock the side exit doors to the playground in the admin block.
- All other doors should remain locked at all times. Site Officer to ensure doors are locked at all times.
- Office staff to remain in the main office and emergency services to be called.
- Head teacher to inform Chair of Governors.
- SLT members/ Phase leaders to check their area is secure
- Teachers and teaching assistants to ensure their classroom is securely locked. All children are accounted for and report any children missing.
- If it is necessary to evacuate the building, the fire alarm will be sounded. All staff and pupils evacuate the building through the nearest exit and head either towards the cemetery grounds or UCL school.
- Staff should await further instructions from SLT.

Communication with Parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network.
- Depending on the type and severity of the incident, parents maybe 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 the 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.
- A letter to parents will be sent with an explanation following any serious incident and to encourage parents to reinforce with their children the importance if following procedures in these rare occasions.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in this situation. Monitoring of practices will take place and staff debriefed in order for improvements to be made.

Last reviewed by Governing Body	Date / Term / Year Autumn 2017
Next revision	Annual / Bi-annual / Tri-annual / Termly
To be reviewed	Date / Term / Year Autumn 2020