

The Richmond School, Skegness

Lockdown Policy

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. 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 implemented when there are serious security risks for the premises due to, for example, serious weather conditions, attempted access by unauthorised persons intent on causing harm/damage or the proximity of dangerous dogs.

Staff will be notified that the school is to enter lock down by the sounding of a single tone through the school's fire alarm system.

Procedures

Follow the CLOSE procedure:

- Close all windows and doors
- Lock all external doors
- Out of sight, minimising movement
- Stay quiet
- Endure. Be aware the school may be in lockdown for some time

On hearing the signal, all children should be ushered into the school building as quickly as possible.

All classrooms, offices and external doors should be locked and blinds closed.

Children should be positioned away from doors and windows.

Lights, Smartboards and computer screens should be turned off.

Children or non-senior staff who are not in class for any reason should proceed to the nearest classroom and remain with that class and teacher. Senior staff should make their way to the Head if it is safe to do so and as long as no children are left unattended.

If practicable, staff should notify the office staff of any children who are in a different class, and of any children who are unaccounted for.

Movement around the school should be kept to a minimum.

Staff should support children to remain calm and quiet.

The school should remain in lockdown until informed by a member of the senior staff that there is an all clear.

Staff Roles

The school office staff are to ensure that the office is locked and the police are called if necessary.

The Head or Site Manager/Assistant Caretaker should ensure that all external entrances are locked.

Individual teachers/TAs should lock classroom doors and windows.

Communication With Parents

Parents will be notified as soon as is practical to do so via the school's communication systems.

Parents will be told:

'.....the school is in a full lockdown situation. All the children are safe. During this period the telephones and entrances will be un-manned, external doors and windows locked and no personnel allowed in or out'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as they may be putting themselves or their children at risk.

Pupils will be released to parents once the lockdown is over.

Parents will be asked not to contact school as this may block emergency lines.

If the end of the school day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be collected. This will be undertaken by the office staff or emergency services.

Following the incident, a letter will be sent to parents informing them of the context of the lockdown and encouraging parents to reinforce with their children the importance of following procedures in these rare circumstances.

Lockdown practices will take place at least once a year. The head teacher will monitor the practices and identify required improvements

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

April 2018