



## 'Stay Safe Indoors'

### Lockdown Policy and Procedures

#### Kingsway Junior School

The purpose of a lockdown is to prevent an intruder or other potential threat in the school grounds/outside of school, from causing harm to both pupils and staff. It means the entrances to the school must be secured in an effort to prevent any threat entering. Staff and pupils must find a suitable place to protect themselves which may include being locked within school buildings for their own safety.

This may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for pupils, staff and visitors to be outside of the school perimeter – see also Evacuation Procedures in Education Premises, General Emergency Procedures.

This policy applies to staff, pupils, adult helpers (volunteers/parents/carers) and people visiting the school. It covers the procedures staff should take if and when the school is required to go to lockdown.

#### **All staff and visitors:**

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to keep themselves as safe as possible. A termly lockdown practise will be held so the pupils are aware of the 'Stay Safe Indoors' procedure.

In an emergency to avert danger to a child, staff will follow Hertfordshire Steps 'Step On' or a child's Education, Health and Care Plan (EHCP) – see also Reducing the need for Restrictive Intervention in Schools Policy.

All staff will receive training at least annually on the Lockdown Procedures, which forms part of induction training for new staff.

#### **Communication with parents and the school:**

In the event of a lockdown or other emergency procedure the office and/or the Senior Leadership Team (SLT) will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates once the situation has been explained.



## 'Stay Safe Indoors' Lockdown Procedure

### Signals

- Signal for lockdown – long repeated whistles
- Signal for all clear – verbal, walk around by the Headteacher and/or Deputy Headteacher/person liaising with the emergency services

### Immediate Action

- Pupils inside the school should return to class (check of toilets/corridors required)
- Kitchen staff to remain in the kitchen
- Where classes are outside the school building, pupils should be brought inside as quickly as possible and return to their classroom. Where it is not safe to return, the staff should escort the pupils to the Designated Assembly Point – far side of Kingsway Junior field - see Emergency Evacuation Procedures Policy
- Classroom doors are locked, windows closed, blinds drawn and lights switched off. Pupils will sit quietly on the floor and out of sight – away from doors and windows. Register should be taken to confirm attendance of all pupil – if safe, check for any missing pupils and/or staff.  
*It is suggested that an adult in each class is responsible for a specific task*
- Staff / visitors cannot sign in or out of the premises during lockdown
- Staff should encourage the pupils to keep calm
- The school office/SLT will immediately alert (DIAL 999) and then maintain communication with the emergency services
- Once in lockdown mode, where possible, the office will contact each class in turn for an attendance report to confirm that all pupils, staff and visitors are accounted for
- All staff, pupils and visitors should be aware of the exit route in case an intruder gains access
- During the lockdown, staff will keep agreed lines of communication open and not make unnecessary calls to the office as this could delay important communication
- Remain inside until the all clear has been given

If at any point during the lockdown, a continuous ringing bell can be heard, this indicates the immediate evacuation of the building to the Designated Assembly Point – far side of Kingsway Junior field.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the emergency services.



**Checklist of actions to be taken during an emergency**

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		