

Vision

Our children will reach their maximum potential through high standards in teaching, learning, and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels, and takes pride in their achievements...”

Rationale

As part of our Health and Safety policies and procedures, the school has a Lock Down 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 on 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, nearby chemical spillage, the proximity of dangerous dogs, serious weather conditions, or attempted access by an unauthorised person's intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately upon hearing an alarm.

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors, and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal the children in years 3,4,5,6 will remain in their classroom and will take cover under the tables. The children In EYFS, years 1 and 2 will be taken into the hall by staff and sat on the floor. The staff will ensure the windows and doors are closed/locked and children are positioned away from possible sightlines from external windows/doors. Lights, Smartboards, and computer monitors are to be turned off. Mobile phones are put on silent mode.

3. Children or Staff not in class for any reason will proceed to the nearest designated safe place, either the hall or a KS2 classroom. They will remain with that class/class teacher until the green card has been shown.
4. If practicable staff should notify the Headteacher by phone that they have entered lockdown and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until they have been informed in person by either the head teacher, HSCLW or the reception team that it is safe. The member of staff with show a green card to signal the school is safe and secure again.
7. As soon as possible after the lockdown down teachers return to their classrooms and conduct a register using the Daily Numbers Record and notify the Reception office immediately of any pupils not accounted for.

Staff Roles:

1. School administrator to ensure that blinds are shut, and the office is locked.
2. Head or Site Manager lock the school's front doors and entrances. The headteacher is to call the police if necessary.
3. Individual teachers/ HLTAs/TAs lock/close classroom door(s) and window(s). The nearest adult to check the exit doors.

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 - ParentHub

Parents will be told:

'The school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. We will inform you of when Lockdown has ceased.'

Depending on the type and severity of the incident, parents may 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 the school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff

or emergency services.

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

Lock down drills

Lock down practices will take place at least once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

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

The Grange CP School

Lock Down Policy and Procedures

September 2023

Lock Down Plan

Management and Control

Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
CAFO	Liaison with parents
Class teachers (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Lock Down Alarm
Signal for all-clear	Green card shown by either the head teacher, HSCLW or a member of the office team to each area of the school

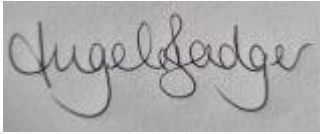
Lockdown	
Specified assembly points	Classrooms or School Hall
Entrance points	Main School Entrance
Communication arrangements	<ul style="list-style-type: none"> Telephone System Mobile phones
Medical	<ul style="list-style-type: none"> Pupils who require an epi-pen – one is stored in their classroom. Where possible consideration should be given to the pupil being with a trained adult. If the second epi-pen is required contact to be made with Ms Boswell on 07970781088 Pupils with type 1 diabetes have their bags with them at all times to ensure that wherever the child is situated the bag accompanies them for lockdown.

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside. Check Daily Numbers	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and draw blinds to avoid detection. Put mobile phones on silent Turn off lights and computers. Stay away from windows and doors. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		

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September 2023

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Nigel Gadge".

Signed by:

Date: 28th September 2023