

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 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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on 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 lock down 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 will be escorted by staff into the school hall where they will sit 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, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Children or Staff not in the wrap around care room for any reason will proceed to the nearest designated safe place, either the hall or a KS2 classroom. They will remain there until the green card has been shown.
4. If practicable staff should notify the Headteacher by phone that they have entered lock down 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/children to remain in lock down positions until they have been informed in person by either the head teacher, CAFO or WAC leader 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 lock down a member of staff will take the register, they will notify the head teacher if any pupils are 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. Headteacher or WAC leader to call the police if necessary.
3. WAC staff to close and block all door(s) and window(s). Nearest adult to check 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 un-manned, 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 lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the closing time for WAC 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 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 – Wrap Around Care

January 2022

Lock Down Plan

Management and Control

Nominated person	Responsibility
Headteacher/WAC leader	Initial contact with the emergency services
Headteacher/CAFO/WAC leader	Liaison with parents
WAC staff (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, CAFO or a member of the office team to each area of the school

Lockdown	
Specified assembly points	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 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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