



Churchfields Infants' School

Lockdown Procedure Policy

September 2021

Approved by GB: November 2021

Next Review Date: November 2022

Signed by Chair of Governors _____

1. Rationale

The health, safety and welfare of all children and staff at Churchfields Infants' School is the priority of the school at all times. Churchfields Infants' School is writing and implementing this policy to ensure that all children, staff and stakeholders in Churchfields Infants' School are full aware of how to keep themselves safe and the actions that need to be taken in the event of the following occurring:

- 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, of 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

This policy applies to all employees, volunteers, parents/carers/pupils and people visiting the school site. It covers the procedures staff should take if and when the school is required to go into lockdown.

2. Aims

- To provide a safe and secure environment for our pupils, staff and visitors
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation, as described above.

3. Implementation

3.1 All staff and visitors

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teachers, support staff and visitors to the school. To achieve this, a lock down practice will be undertaken once a year. The impact of the implementation of this practice will be kept to a minimum for the children. It will be carried out in a calm and 'matter of fact' way with a minimum of impact to the school day. Children will be reassured if they require any further explanations. Temporary visitors will told of actions that need to be taken if the need arises when they are on site.

3.2 Parents and Carers

If requested, parents can access a copy of this policy from the school office. The following should be noted:

- Parents will be notified of the procedure when it is appropriate and as soon as possible. Guidance will be taken from emergency services if necessary
- They will not be allowed to access the school site or collect their children during the procedure
- Parents will be asked not to ring the school as this may tie up phone lines that must remain open
- Updated information will be posted on the school website, as soon as is practically possible
- Parents will be reassured that the school understands their concern for their child's welfare and is doing everything possible to ensure their safety
- They should wait for the school to contact them when it is safe to collect their children, and where this will be from
- Parents will be made aware of what will happen if the lockdown continues beyond school hours

4. Lockdown Procedures

The following procedure should be followed when there is a threat to the safety of the school community:

- Senior leaders will take the lead if any lockdown procedure is instigated.
- Staff will be alerted by the use of an air horn signal which will be made outside Penguin/Squirrel class, by the jungle library area and in the Year

1 playground for the nursery unit. The nursery unit will also be contacted by telephone from the main school.

- All children outside will be returned to the building immediately
- Exterior/perimeter doors and gates will be locked immediately
- All staff and pupils **must** remain inside
- External windows and blinds will be closed immediately
- Children will sit together on the carpet in their class group, as in a teaching session, and will be read to quietly by the class teacher
- Senior staff will conduct an ongoing risk assessment based on advice from emergency services and/or the local authority
- The register will be taken in each class to ensure that all pupils are in attendance. Any unaccounted children will be reported to the office asap
- If the fire alarm sounds then all pupils, staff etc. should evacuate as per fire drill
- No staff or pupils are to leave the site unless cleared first with the SLT
- All staff will be informed when the lockdown procedure has been completed
- A log of actions will be kept after the event
- The Headteacher will review the process and a log of actions will be taken
- The Headteacher will inform the Chair of Governors as soon as possible and give a summary version of events to the governing body at the next opportunity or as soon as appropriately after the event.
- The lockdown procedure will continue to be in place until staff are notified otherwise. The Headteacher and, in their absence, the Deputy Headteacher will inform the staff when the situation is safe again and the lock down procedure can be reversed.