

Bishop Henderson Church of England Primary School



Lock Down Policy and Procedure

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
3 yearly	September 23	Headteacher	September 26

Role	Name	Signature	Date
Chair of Governors	Martyn Day		
Head Teacher	Chris Lane		

Vision Statement

At Bishop Henderson Church of England Primary School, we are committed to equality of opportunity in line with the Equality Act of October 2010. We endeavour to make a positive contribution to the whole community by demonstrating qualities such as respect, co-operation and valuing differences while celebrating cultural diversity. This commitment applies to our work in the classroom, our pupil support systems, our recruitment and retention of staff and our work in the local and wider community. We promote the principles and practices of equality and justice throughout the school and we aim to be a school where everyone:

- is respected and respects others
- takes part in the life of the school
- achieves to their potential
- develops skills essential to life
- exercises choice
- celebrates cultural diversity

Policy Statement

Bishop Henderson Primary School fully recognises its responsibilities and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers, including those in the Early Years Foundation Stage (EYFS).

This policy is to safeguard the welfare of pupils and staff in any scenario whereby it is unsafe to leave the school building until that situation is resolved to the satisfaction of the leadership team.

Policy Procedures

Aims: To ensure pupil/staff safety in extreme circumstances such as in Appendix 1

Management and Control	
Nominated person	Responsibility
Headteacher Supported by Senior teacher	Initial contact with emergency services – Cascade information to SLT and Office staff
Headteacher to nominate someone on the day to	Liaise with parents
Headteacher to nominate someone on the day to	Oversee pupil control and supervision, allocation of staff to support groups
Office Staff	Visitors (in reception area), meeting rooms

Signals	
Signal for lockdown	Fire alarm will pulsate for minimum of 3 times
Signal for all-clear	Whistle blown
Signal for evacuation	Fire Alarm –Assemble on the playground (move to field if directed to by senior staff)

Lockdown				
Specified assembly room	Classrooms or group rooms. Staff will make the decision based on the circumstances of the lockdown. If the threat is unknown – Teachers escort pupils back to their classrooms or nearest safe classroom to await further information.			
Communication arrangements	Head, office manager or SLT to announce lockdown. Class Phones Mobile phones if accessible – using TEAMS Emails			
Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Staff to ensure all pupils and class visitors are inside nearest classrooms or group rooms.	<input type="checkbox"/>		
2.	Secure classroom and external doors	<input type="checkbox"/>		

3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Lock doors • Sit on the floor, under tables or against the wall • Keep out of sight and draw blinds to avoid detection • Turn off lights • Stay away from windows and doors • Pupils can carry out quiet activities – if appropriate the IWB can display a film/TV programme etc. 	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe	<input type="checkbox"/>		
6.	Each class teacher to log onto Teams using a mobile phone or Laptop. SLT will use this to communicate if necessary.			
7.	<p>Check for missing or injured staff members and pupils if it is safe to do so</p> <p>Headteacher to communicate with all classes over Teams (and if not working by ringing classes) and inform of the nature of the threat, any additional measures and to check all groups are accounted for</p>	<input type="checkbox"/>		
8.	Check Sign in Sheet to know who is off site and to ensure they do not return until safe to do so.			
9.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		

Appendices

EXAMPLES OF THREATS AND HAZARDS		
Natural Hazards	Adversarial, Incidental & Human-Caused Threats	Technological & Biological Hazards
Cold Weather (severe) Dust Storm Earthquake Flood Hurricane Landslide/Mudslide Lightning Snow/Ice Tornado Wildfire Wind (severe)	Animal - Aggressive/Dangerous Bomb Threat Vehicle Crash Domestic violence/abuse Drowning Explosive device found Explosion Fights Fire Gang Violence Gunshots Medical Emergencies Hostage Situation Kidnapping	Missing Student People - Aggressive, Dangerous, Suspicious Poisoning Riot or Demonstration Sexual Assault Shooting or Stabbing Student/pedestrian hit by vehicle Suicide Threat, Attempt or Completion Swarm of Bees Threat of Violence Weapons Cyber Crime/Attack Infectious Diseases Food Contamination Water Failure/Contamination Allergies (food, cold, sun, bees) Poor Air quality Toxic materials present in the school (mould, asbestos, lead) Hazardous Materials Release outside the school (industrial plants, highways, railroads, vessels, aircraft) Hazardous Materials Release inside the school (gas leaks or laboratory spills) Radiological releases from nuclear power stations Power Failure Sewer Failure Structural collapse, roof leaks