



# Cumberworth C.E (A) First School

## Lock Down Policy

November 2022

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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.

#### Procedure

1. Ordinarily a member of the Senior Leadership Team (SLT) will activate the lock down procedure with a recognised audible signal. They will ensure that staff and children who are outside are made aware of the lock down. **However, any member of staff may activate the alarm if they see a threat and consider that the time taken to alert a member of SLT will put children/staff at risk.** Alarms are situated at strategic points around school so as to be accessible from all areas. Staff will also have whistles to enable them to alert children and staff if outside.
2. Pupils who are outside of the school buildings are to be brought inside as quickly as possible.
3. Those inside their classrooms will remain where they are. Children/staff in the hall and library are to stay where they are unless directed by a member of SLT to go back to their classroom. If in the gym/Rainforest pupils are to be moved to the music area and corridor with the screen pulled across until given further instructions.
4. Once everyone is inside, all external doors and, as necessary, windows are locked and blinds are closed.
5. Staff are to do a head count and notify the Senior Leadership team (SLT) immediately of any pupils not accounted for. SLT will instigate a search.
6. If on site, kitchen staff to lock the back door to the kitchen, turn off lights and remain in the kitchen.
7. Children are to be positioned away from possible sightlines from external windows/doors.
8. Lights, Smart boards and computer monitors to be turned off.
9. Staff are to support children in keeping calm and quiet.
10. Staff are to remain in lockdown positions until informed by SLT.

11. Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
12. Necessary medicines will be distributed by SLT.
13. Children may go to the toilet at the discretion of staff once the nature of the incident is known.
14. Visitors on site will be directed by SLT and asked not to use any form of social media until authorised to do so.
15. If a lockdown occurs while school are in St. Nicholas Church then staff/children/visitors will stay there until instructed otherwise by SLT.

DURING LOCKDOWN NO ONE SHOULD MOVE ABOUT THE SCHOOL OR ENTER/LEAVE THE PREMISES UNLESS DIRECTED TO DO SO BY A MEMBER OF SLT.

Once in lock down mode:

- As appropriate, the school should establish communication with the Emergency Services and Kirklees Council as soon as possible;
- If necessary, parents should be notified as soon as it is practicable to do so via the School's established communications system;
- If it is necessary to evacuate the building, the fire alarm will sound.

When the all clear is given teachers and pupils are to return to their base classrooms (if not already there) and take the register/do a head count. SLT must be notified of any pupils not accounted for.

It is of vital importance that the school's lock down procedures are familiar to all members of staff. To achieve this, a lock down practise will be undertaken at least once a year. Pupils will also be aware of the plan (regular practises will increase their familiarity).

#### Communication between parents and the school

School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lock down, if necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/ email / telephone.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are

needed for contacting emergency providers;

- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from. Pupils will not be released to parents during a lock down. If the end of the day 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.