

St William of York Catholic Primary School



Lockdown Policy & Procedures

Signed _____ Chair of Governors

_____ Head Teacher

Date: 23rd November 2023

Review date: November 2025

Rationale

St William of York School has a Lockdown Policy to safeguard children, staff and visitors in the event that it is necessary to seal off all or part of the school due to hazards in the school grounds or outside school.

A lockdown is implemented when there are serious security and safety risks to school children, staff and visitors. These could be, for example, a near-by chemical spillage or fire, which makes it dangerous to be outside or if there is a dangerous intruder on school grounds.

Lockdown procedures should be sensible and proportionate to any external or internal incident which has the potential to pose a threat to the safety of children, staff and visitors in School or Nursery. Staff should use their judgement and assess the visual risk and if necessary defer from the procedure to safeguard children under their supervision.

Notification of Lockdown

Staff will be notified that lockdown procedures are in place immediately on hearing 5 x 10 second bursts of the school bell.

Nursery will be informed by telephone that the main school is in Lockdown.

Response to Lockdown alert

- Office staff to lock their internal doors/window and call the police (if necessary)
- All children inside the school should remain in their classrooms. Children in toilets to return to class and staff to do a head count.
- Children outside should be brought in immediately to the nearest classroom.
- Children in the school hall to be taken to the nearest classroom.
- Kitchen staff to lock external door & go into their staff room & lock the door.
- Staff and children in interventions/staff rooms to move quickly to the nearest classroom.
- Classroom external and interior doors should be locked by an adult.
- Windows should be closed and blinds pulled down.
- Lights, Smartboards and computer monitors to be switched off.
- Mobile phones to be put on silent.
- Inhalers and essential medication to be removed from store and taken to where children are situated in classroom
- Children to sit quietly out of sight, away from windows (e.g. under desk or round a corner)
- Staff should encourage children to keep calm.

- If fire alarm sounds, wait for confirmation before evacuating. Staff, children and visitors to remain in lockdown until it has been lifted verbally by a senior member of staff or the emergency services.

Nursery will operate the same procedure except;

- Nursery staff will verbally activate the Lockdown procedure if children are in danger from external hazards/persons. One member of staff should inform the school office by telephone immediately.

Communication with parents

Parents will be notified as soon as it is practical to do so. Parents will be requested not to come to school as children will not be released during lockdown. They will be asked not to telephone school as this will tie up emergency lines.

If the end of the day is extended due to lockdown, parents will be notified and will receive information about the time and place children can be collected.

A letter to parents will be sent home on the nearest possible day following any serious incident to provide further information.