

Winterbourne Earls CE (VC) Primary School

Lockdown Procedure Policy

Date: March 2023
Review Date: March 2025

Introduction

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Procedure

In the event that the school needs to be locked down, one of the office staff will walk through the school site sounding an airhorn in short, sharp blasts. When you hear this signal:

- bring pupils outside the school building inside quickly
- keep pupils in their classrooms
- check / close / lock any external doors and the windows in your classroom
- Draw blinds and switch off classroom equipment
- the register will be brought to your classroom – take your register and notify the office immediately (via mobile phone if necessary) of any missing pupils
- encourage pupils to remain calm
- Once in lockdown, stay in your classrooms and await further instructions

If the building needs to be evacuated the school fire alarm will be sounded. Follow usual fire procedures and evacuate to the main school playground.

The office team will:

- trace any pupils not in their own classroom
- contact the emergency services if necessary
- contact Wiltshire Council Emergency Planning and Resilience Team if the incident could have a wider impact 01225 713000
- notify parents if necessary via the ribbon on the website - pupils will not be released to parents during a lockdown

Parents

- Parents should know this school has a lockdown procedure. They will be given enough information, so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. A school's lockdown procedure will be published and made available on the school's website.
- Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils will not be released to parents during a lockdown.
- Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

Staff

It is critical that all staff are familiar with the school's lockdown procedures.