

# Gladesmore Community School



## Lockdown Policy and Procedures

**[HS2.5]**

Last updated : 26 October 2023

Next review : 3 Years

Governing Body :

Status : Guidance

Index : Health and Safety

Website : N

## Lockdown Policy [HS2.5]

### 1.0 Rationale

Gladesmore Community School is implementing this policy to ensure that in the event that pupils and staff are faced with hazards in the school grounds or outside the school, pupils and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill, which makes it dangerous for pupils, staff and visitors to be outside of the school perimeter.

This policy applies to 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 to lockdown.

### 2.0 Aims

- ◆ To provide a safe and secure environment for our pupils, staff and visitors.
- ◆ To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation

### 3.0 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, office staff and learning mentors who will oversee the implementation of the procedures.

To achieve this, key staff are to be reminded of the lockdown drill at least once a year. Depending on their age, pupils should also be aware of the plan.

#### 3.2 For parents:

If lockdown occurs, parents/carers will be notified as soon as it is practical to do so. Emergency Services will support the decision of the School regarding the timing of communication to parents.

Parents will not be requested not to come to the school, as **pupils will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call pupil mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms.

**In the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.**

#### 4.0 Lockdown Procedures

**Partial Lockdown** -The following procedures should be followed when the threat is **outside** of the school main building/school perimeter.

**Alert to staff:** 'Partial lockdown' - This message will be issued to staff. A pop-up message will be sent via SIMS. This announcement should be issued several times.

##### **Immediate action:**

- ◆ Exterior school perimeter doors/gates ARE TO BE LOCKED
- ◆ All outside activity to cease immediately, pupils and staff return to building
- ◆ All staff and pupils MUST remain inside
- ◆ Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
- ◆ Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils in the room.
- ◆ If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point
- ◆ DO NOT leave the school site until you have heard the "all clear "

**Full Lockdown-** The following procedures should be followed when the threat or intruder is **inside of the school building/ school perimeter:**

**Alert to staff:** 'Full lockdown with intruder' - This message will be issued to staff. A pop-up message will be sent via SIMS. This announcement should be repeated several times.

##### **Immediate action:**

- ◆ Exterior doors/gates ARE NOT to be locked.
- ◆ Classes that are OUTSIDE of the MAIN buildings /enclosed play areas SHOULD NOT re-enter the building-staff should escort children to an alternative safe haven.
- ◆ Internal pupils MUST return to classrooms
- ◆ Classroom doors are locked (where a member of staff with key is present).
- ◆ Windows to be locked, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows.)
- ◆ Teachers should take attendance of pupils in each classroom and prepare a list of missing and extra pupils in the room
- ◆ Internal bells including the fire alarm bell will be DISABLED
- ◆ IGNORE any fire alarm activation, as the school will not be evacuated using this method
- ◆ DO NOT leave the building until you have heard the "all clear" by announcement only.
- ◆ DO NOT respond to anyone at the door until "all clear" is announced

