

STROUD GREEN



SCHOOL

Stroud Green Primary School

Believe and achieve

Stroud Green Primary School, part of a richly diverse community, is a place where all children flourish in a safe, happy and stimulating environment.

Lock Down Procedures

Written by Senior Leadership Team

Reviewed at Governing Body on 26th May 2016

Date of next review: Summer 2018

Stroud Green Primary School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. The school aims to ensure that all children, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat and that the exposure to danger and possible risk of harm are minimised.

Examples of critical incidents which may require 'lock down' include:

- Children and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Terrorist threat

A lockdown will be signalled by an announcement through the school's telephone system.

The following steps provide guidelines for staff, children and visitors in an emergency situation:

1. Immediately advise the school office of the emergency situation including details of what is happening, where and who is involved.
2. The person receiving the call immediately notifies the Headteacher (or in their absence, the Deputy Headteacher or whoever is responsible for the school at that time). The Headteacher or person-in-charge decides whether or not to initiate a lockdown.
3. Upon hearing the lockdown signal, staff follow the practice and procedures outlined below.

Practices and Procedures

In classrooms and indoor learning areas

The school's priority is to secure all its community and engage with relevant external agencies as soon as possible to resolve the situation safely.

Staff will:

1. (i) Close all windows and doors and secure if possible.
(ii) Lower all window blinds and turn off lights.
(iii) Instruct children to remain low and out of sight throughout the lock down situation. If lock down is due to an **internal** situation, everyone is to sit along the outer edge of the classroom under the lowest windows. If the situation is **external** to Stroud Green, children are to remain at their desks and continue working. In the case of a natural disaster (e.g. earthquake or cyclone) staff, children and all others are to be instructed to sit under desks.
(iv) Check if any children or adults are outside and ask them to come inside.
(v) Do a head count immediately. Be sure to account for children who have left the class for whatever reason and remain alert for these children returning to class and attempting to enter the room.
2. Check that the adjoining class is present. If absent from the classroom, inform SLT immediately by telephone and advise of their possible location. The staff member receiving the call shall notify the Headteacher (or in their absence whoever is responsible for the school at that time). That person shall determine how best to communicate lock down to absent classes.
3. Inform the Headteacher by phone of the number of children with you and the number of missing children (i.e. not absent) and advise of their possible location. Also relate which additional children/staff have joined you for lockdown.
4. Await further notification from the Headteacher or person-in-charge. Supervise children, ensuring they remain out of sight and sit quietly.
5. Remain in lockdown until you hear the 'All Clear' message from the Headteacher or person-in-charge.
6. Debrief children once the 'All Clear' signal has been given and normal situation resumes.

Classes in Transit or Outside Lessons

1. Go to the nearest building and follow lockdown procedures.

2. Notify the school office regarding location and number of children.
3. Remain in lockdown until you hear the 'All Clear' message from the Headteacher or person-in-charge via the school's telephone system.

Additional to classrooms and internal learning areas

1. The Headteacher or person-in-charge checks the toilets and other areas for children not present in their classrooms. That person locks all lockable areas when exiting and takes any gathered children to the nearest safe point.

Internal Threat Response

1. Teacher/adult in charge ensures the security of all children and adults in the vicinity of the threatening situation. This may require removing the rest of the class in proximity of the danger or locking up to restrict entry. ***At no time shall staff attempt to physically remove an unwanted visitor. Staff shall follow the directives of police or emergency personnel as instructed or requested.***
2. Continue with lockdown procedure outlined above.

Procedures for policy monitoring and dissemination

The policy statement will be reviewed by the Governing Body every two years. All members of staff and governors will receive a copy of this policy. Copies are available to parents on request and on the school website.