

# West Ashtead Primary School



## Policy for Lockdown

<b>Governors' committee responsible</b>	Head Teacher
<b>Person responsible for updating policy</b>	Head Teacher
<b>Next Review</b>	Spring 24

## **Curious, Creative, Motivated**

West Ashtead Primary School is committed to providing a happy, stimulating and supportive learning environment underpinned by our values of respect, equality, aspiration and perseverance.

This policy uses these principles to support its aims, objectives and procedures.

### **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### **Notification of lockdown**

Once the school receives notification that lockdown procedures are to take place that member of staff (Office/Headteacher) will sound the alarm immediately. The alarm is 5 x 10 second bursts of the school bell.

### **Full Lockdown Procedures – Follow the CLOSE procedure**

- Close all windows and doors, draw blinds
  - Lock up external doors and internal doors
  - Out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. Be aware that lock down may be for some time.
1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, and all outside doors where it is possible to remain safe.
  2. Pupil's receiving music lessons in the Harmony Hut are to move to the nearest classroom, Year 6 classroom.
  3. Pupils and staff in the Qube are to remain in the Qube and follow the CLOSE procedure.
  4. Children in the library will return to the closest classroom – Year 2 if their classroom is not located near the library.
  5. Children in the HE room will move to the nearest classroom.
  6. Children and staff located in the ELSA room are to move into the closest Year 3 classroom. There is no blind or computer in the ELSA room.
  7. Children and staff located in the changing room/group room are to move to the closest classroom (Yr6).
  8. Staff located in the PPA room are to remain in the room, draw the blind and following the agreed procedures for maintaining contact via email.
  9. Visitors and volunteers are to make their way to the nearest classroom and be included in the register taken in that classroom.
  10. The kitchen will remain in their changing room and communicate via email with the office/head teacher.
  11. The office will relocate to the head teacher's office once front doors are locked. The office team will take the emergency grab bag to the head's office. They will maintain contact with

emergency services via the telephone in the head teacher's office. Communications to staff and parents will be conducted via the head teacher's computer.

12. At the given signal, the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smartboards to be turned off. Computer monitor to be left on. Mobile phones are put on silent mode.
13. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher eg children using toilets when lockdown procedure is engaged.
14. If practicable staff should notify the office that they have entered lockdown and identify those children not accounted for. Staff to use the schools email system to establish contact with the office using [info@west-ashtead.surrey.sch.uk](mailto:info@west-ashtead.surrey.sch.uk)

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet
2. Should a parent/delivery person/visitor etc present themselves at the school during a lockdown under no circumstances should members of staff leave the building to communicate with them.
3. Staff to remain in lockdown positions until informed by key staff eg SLT, Chair of Governors or Office Staff that there is an all clear. Notification will be via email and if practical in person.
4. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

### **Staff Roles**

1. Office or caretaker (if on site) to lock the school's front doors
2. Office/Bursar relocated to headteachers office to co-ordinate communications.
3. School bursar/office staff to ensure that the office is locked and police called if necessary
4. Individual teachers/TAs lock/close classroom door/s and windows. Nearest adult to check exit doors

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network.

Parents will be told

- **'... the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out ...'**
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- 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.

Agreed email template for wording has been prepared and can be found in Appendix One of this policy. The wording for emails has been saved as a template on the communication system for clarity in the event of a lockdown.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lock down drills**

- Lock down practices will take place at least once a year to ensure that everyone knows exactly what to do in such a situation.
- Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.
- Overview sheets for staff are located in each classroom, office and staff room. A copy of this in is appendix two.
- Arrangements for communication with parents in the event of lockdown will be shared at least annually via our newsletter.

## **Appendix One:**

Wording of email to parents to advise a lockdown in process:

Dear Parents/Carers,

The school is currently in a full lockdown situation. During this period the telephones and entrances will be unmanned. Our external doors are locked and nobody is allowed into or out of the school building. Please do not call the school at this time as this may tie up our telephone line and prevent our communication with the Emergency Services. Pupils will not be released to parents during lockdown. We ask that you do not come to the school while we are in lockdown as you may put yourself, our children and staff at risk.

We will continue to communicate with you throughout the lockdown via email and/or text. Our next communication can be expected at **state time**.

Regards,

Ruth Hall

Head Teacher

## West Ashtead Primary School LOCKDOWN INSTRUCTIONS

### IF FIRE BELL RINGS 5 x 10 second bursts:

**For ALL lockdowns, Caretaker / Office staff lock all external doors and windows except in classrooms**

**Classrooms, kitchen, Qube room stay where you are**

- Children in toilets to move to nearest classrooms .
- Adults to check the toilets.
- Lock classroom internal and external doors with the key.
- Turn off the Smartboard, keep computer monitors on and await email communication from Office staff.
- Close and where possible lock windows, pull shutters/curtains and turn off lights.
- Keep children quiet and away from doors/windows
- A register to be taken of all pupils/ staff in each classroom/office etc.
- Email your register of children to [info@west-ashtead.surrey.sch.uk](mailto:info@west-ashtead.surrey.sch.uk) so that the office staff can collate and check that all children/adults/visitors are accounted for.
- **Remain in lockdown until further communication from Head Teacher/Office staff.**
- If the firm alarm is activated during a Lockdown you should now evacuate as is normal during an emergency evacuation.

**Playground, corridors, ELSA Room, Library, HE Room, Changing Room and all outside areas**

- Make your way to the nearest classroom, making sure to check for children behind sheds etc.

**Hall/Harmony Hall**

- Move to the nearest classroom

**Kitchen**

- Lock external door, remain in changing rooms. Communicate via email with office/head teacher

***Remain calm, Reassure, Follow Instructions.***

### Appendix Three: Record of Keys

Classroom	Keys Cut	Signed over to teacher
Reception		
Year 1		
Year 2		
Yr3 Puffins		
Yr3 Kittiwakes		
Yr4 Owls		
Yr4 Goldfinches		
Yr5 Red Wings		
Yr5 Wrens		
Yr6 Eagles		
Yr6 Falcons		
External Door by HE Room		
External Door near STEAM Room		
External door opposite library		
External Front Door		
Internal Front Door		
External Hall Doors		