



## Lock Down Policy

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An academy within:



“Learning together, to be the best we can be”



## 1. Context

- 1.1. Heatherwood 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 or fire, 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. Aims

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

## 3. Implementation

### All staff and visitors

- 3.1. It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least twice a year. Depending on their age and cognitive ability, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

### For parents/carers

- 3.2. Parents/carers should know that the school has a lockdown policy, and a copy should be placed on the school website.
  - 3.2.1. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are 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 lock-down situation requires silence in order not to alert an intruder to the presence of pupils and



staff in classrooms. Emergency Services will support the decision of the Headteacher/CEO regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.

## 4. Lockdown Procedures

### Partial Lockdown

#### Definition of Invacuation

Invacuation is the controlled movement of individuals into secure internal spaces when there is a threat outside the premises, such as a hostile person or terrorist activity.

Invacuation will be initiated when external conditions pose a significant risk, including but not limited to: reports of armed individuals, explosive threats, or violent disorder in the vicinity

4.1. The following procedures should be followed when the threat is outside of the school main building/perimeter.

4.1.1. Alert to staff: **'Partial lockdown' – 3 short bells**

4.1.2. Immediate action:

- Exterior perimeter doors ARE TO BE LOCKED
- All outside activity to cease immediately, pupils and staff return to building
- All staff and pupils MUST remain inside classrooms blinds drawn and children away from windows or visual view. Noise must be kept to a minimum.
- Office staff to pull blinds and front doors.
- SLT 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 students in the room. SLT on each corridor will radio through missing pupils / staff to the Headteacher.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point
- DO NOT leave the designated assembly point until you have been given the "all clear" by a member of SLT.

### Full Lockdown

4.2. The following procedures should be followed when the threat or intruder is inside of the school building/perimeter:



#### 4.2.1. Alert to staff: **School bell sounded repeatedly**

- 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 such as the Wildlife Garden.
  - Internal pupils MUST return to classrooms or their safe green space.
  - Classroom doors are locked or blocked.
  - 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 a register of the students in each classroom and prepare a list of missing and extra students in the room ready for SLT collection.
  - 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 been given the all clear by a member of staff via 1 long bell (5 seconds). Staff should meet in the fire assembly point as normal fire procedure.
  - Should you be required to leave the site, arrangements have been made to move to Outwood Academy – Danum until alternative accommodation can be arranged.
- 4.3. It is the Headteacher or next senior member of staff responsibility to inform the CEO and update in the safest way possible at the time of Lockdown.



Appendix A  
Example letter

**Example Letter to Parents/Carers before a Lockdown practise commences.**

Date

Dear Parents / Carers

As a school we take the safety of both pupils and staff very seriously. The current climate that we all live in now requires us to practice 'Lockdown' scenarios. These are very similar to fire practices that we are legally bound to practice in all schools. Although sometimes scary for children, it is important that we get the children familiar with the routines of the procedure should something happen that we need to protect them from.

A lockdown would come into force should there be a significant threat outside the school building in which case pupils will be locked inside the building. Lockdowns would also happen if there was a significant threat inside the building, in which case classrooms will be locked or protected and pupils either led safely from school into a designated area or supported in a nominated 'green' area away from windows etc.

It is vital that we support pupils both in understanding the procedures but also that it is done sensitively depending on their cognitive ability. In this, we will use the common scenario that a dog has got into the playground and we have to make sure that we keep each other safe. This also leaves the discussion with pupils to look at whether it is safe to approach an unknown dog which I am sure you will agree is never safe.

Please be assured we are not trying to scare your child through practising this procedure but it is vitally important that we familiarise ourselves with this procedure. We can however assure you that it will be done in the most sensitive manner possible to reduce any further anxiety.

Yours sincerely