



## LOCKDOWN POLICY AND PROCEDURES

---

<b>Date Policy Reviewed:</b>	20 September 2019
<b>Date of Next Review:</b>	20 September 2020
<b>Person(s) Responsible for Review:</b>	DR (SLT)

### Rationale

There is a growing awareness within the Independent Sector that we as schools should consider emergency lockdown procedures and therefore we at The Manor have implemented a Lockdown Policy, the details of which are contained within. Given our proximity to a major road (A34) and the local military barracks there is a constant concern over any potential accidents which may provide a hazard to the health of our children and staff. In addition, there may be a necessity to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are kept as safe as possible 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 is a serious security risk to the premises due to, e.g. nearby chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### Notification of Lockdown

- 1) In the event of a concern requiring a need for lockdown, any member of staff should immediately contact the emergency services. They should then contact the School Office to activate the school's Lockdown procedure.
- 2) A member of the School Office will activate Lockdown by intermittently pressing the lesson bells for approximately 30 seconds.
- 3) The School Office will also contact the areas of the school that lesson bells cannot be heard. These areas include the Library, Lower School building, Pre-Nursery, Nursery, Forest School (main site & Church Farm site) and the school playing fields
- 4) Trip leaders who may be away from the premises will be contacted by phone and made aware of the situation.
- 5) In the event of an intruder/incident inside a building, the relevant section of the school will be cordoned off, awaiting the arrival of the emergency services. Pupils will be moved to a safe location within the school premises and closely supervised by teaching staff, with all windows and doors closed.

### Procedures

- 1) Once Lockdown has been activated staff need to usher pupils inside the nearest school building, if outdoors, as quickly as possible
- 2) Pupils will remain in their rooms and the staff will ensure the windows and doors are closed/locked and screened where possible. Children are positioned away from possible sightlines from external windows/doors or should hide under tables. Lights, smartboards and computer monitors will be turned off if possible. Blinds should also be closed. Staff should also barricade doors with tables if possible as an extra precaution.



**The Manor**

Preparatory School

- 3) Children or staff not in classes for any reason will proceed to the nearest occupied classroom and remain with the class and class teacher eg children using toilets. If a class is having a lesson outdoors then they will proceed with their staff member responsible for the lesson to the Sports Hall or the nearest available room. Pupils off site should remain with their teacher and not return to the school site until the lockdown has ended.
- 4) Staff to support children in keeping calm and quiet.
- 5) Staff must ensure that all phones are on silent and use should be restricted where possible.
- 6) School will remain in lockdown until the all clear is given by another intermittently sounding of the lesson bell for approximately 30 seconds.
- 7) As soon as possible after the lockdown teachers and children should return to their Form Rooms for registration immediately. The School Office should be notified immediately of any pupils unaccounted for. All other staff and visitors should report to the School Office.

### **Staff Roles**

- 1) All staff in their offices to ensure that their own office(s) are locked where possible
- 3) Teaching staff will assist in closing doors/windows around the classrooms.
- 4) Staff are to remain calm at all times.

### **Communication with Parents**

- 1) If necessary parents will be notified as soon as it is practical to do so via Clarioncall.
- 2) 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 or their child at risk.
- 3) Pupils will not be released to parents while a lockdown is in place.
- 5) If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from staff or the emergency services.
- 6) A letter to parents will be sent home as soon as is practicably possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown Drills**

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Lockdown drills will not be practised with the children to avoid worrying or upsetting them. Monitoring of practices will take place and staff will be debriefed so improvements can be made if necessary.

**Review** - This policy will be reviewed annually.