

# Charlton House Independent School



Love One Another'

## LOCKDOWN Procedure

**Reviewed and approved by the full governing body October 2023**  
**To be reviewed by FGB September 2026**

<b>Date</b>	October 2023			
<b>Reviewed by</b>	FGB			

## Lockdown (Stay Safe) Policy and Procedures

### **Policy Statement**

All schools should consider the need for a robust and tested school lock down procedure. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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**

Staff will be notified that lock down procedures are to take place immediately on hearing the siren (using the megaphone in the office) or the alarm on the walkie talkie (Early Years.)

### **Procedures:**

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
2. Office staff will also send an email, chat and Whatsapp to all staff explaining school is now in lockdown and everyone is to stay in their room until told otherwise by Headteacher or the Site Manager.
3. A Whatsapp message should also be sent to Early Starts, via the Emergency group to inform them that the school is in lockdown and that they should start their lockdown procedure until informed by the Headteacher or the site manager.
4. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

5. Children, adults or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
6. Individual teachers/TAs lock/close classroom door(s) and windows. Head teacher and admin staff to check the children's toilets.
7. No adult or child to leave the room for any reason whilst in lock down.
8. Staff on PPA to lock down in the staff room to lock the doors and windows. They should remain quiet; turning off the photocopier and kettle.
9. The Headteacher and Office staff should lock their doors and windows and stay out of the sightline of the window.
10. If practicable, staff should notify the front reception by email, chat or Whatsapp that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

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

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lockdown positions until informed by the Headteacher or Site Manager in person that there is an all clear.
3. Early Starts will be informed that the lock down is over and that there is an all clear via the emergency Whatsapp group.
4. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

### **Staff Roles:**

1. Headteacher (or Site Manager in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Head or Site Manager to call police and Local Authority if necessary (LA phone number on display in the main office).
3. If a class is out of school e.g. at church or on a school trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school. Individual teachers/TAs close classroom door(s) and windows.
4. The Head Teacher or office staff should check the children's toilets.
5. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

### **Communication with parents:**

1. If necessary parents will be notified as soon as it is practical to do so via email.
2. Parents will be told: '...the school is in a full lockdown situation. During this period the phones must not be used and entrances will be unmanned, external doors locked and nobody allowed in or out...'
3. 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.
4. Pupils will not be released to parents during a lockdown.

5. Parents will be asked not to call school as this may tie up emergency lines.
6. 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 the office staff or the emergency services.
7. A letter to parents will be sent home on the nearest possible day 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.
8. Lock down (Stay Safe) drills Lock down practices will take place at least once a term to ensure everyone knows exactly what to do in such a situation.
9. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.