



Lock Down Procedure

Date Adopted:	September 2024
Next Review Date:	September 2025
Signature of Chair of Governors:	
Signature of Headteacher:	



Lock Down Procedure

Rationale

As part of our wider Health and Safety procedures, Hollingbourne has a Lock down procedure.

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 as safe as possible in situations where there is a hazard in the school grounds, directly outside the school or in the near vicinity.

A lockdown will be implemented when there are serious security risks for the premises due to (for example, although not limited to): nearby chemical spillage, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised persons intent in causing harm/damage or known terrorist activity in the area.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing sounding of the school's lockdown alarm with sounds intermittently rather than a continuous sound if there is a fire.

Procedures:

1. The school alarm will activate a process of children being ushered into the school building as quickly as possible (by the member of staff leading the lesson at that time) and the locking of the school's external doors by the headteacher or secretary (in the absence of the headteacher).
2. At the given signal:
 - Cherry class** should enter their classroom and the class teacher (or TA in the absence of the class teacher) must lock both external doors. The class teacher should move the children into the cloakroom areas, shutting the internal cloakroom door so that the children and adults are out of sight, while the TA shuts any windows the draws blinds/ curtains, switches smartboards, monitors and lights off immediately. Cherry Class teacher to ensure phone is in cloakroom area with class so communication with main school can be maintained.
 - Beech class** should move **upstairs to the phonics room**. The class teacher will lead the children while the TA shuts any windows the draws blinds/ curtains, switches smartboards, monitors and lights off immediately. All internal doors should be shut by the TA as the TA moves to join the rest of the class in the phonics room. Once settled the class teacher should close the curtains in the phonics room and ensure any monitors/ lights are switched off.
 - Pine class** should **move to the library** and follow the same instructions as above. The class TA will take responsibility for locking the external classroom door before the TA moves into the library.



Oak class must **move to pine class**, led by the class teacher who will close the curtains in the library. The class TA will ensure that internal class doors are shut and that the external door is locked and curtains drawn, as well as switching off monitors and lights etc

If any class is already using the phonics room, they should stay there.

In all cases, children should be positioned well away from sightlines from doors/windows. Any mobile phones should be on silent.

3. If this is a lesson in the hall then children should remain here and the teacher/ TA must lock the hall doors and move out of sight
4. **Children or staff with class responsibility at this time should return to their classroom as soon as possible.**
5. **Any Cherry Class staff in the upstairs toilet should go to the office upstairs. Any cherry class staff who are in the downstairs toilet, should follow Oak Class to their designated safe space.**
6. If possible, staff should notify the office of any children identified but unaccounted for and state any children or adults that are accounted for but not in their own classroom.
7. **The SENDCo will move into the phonics room.**
8. **Visitors should remain with the class they are visiting or the adult they are visiting.**
9. **Kitchen staff will remain in the kitchen toilet.**
10. **If on site, the caretaker should find the closest room out of sight and wait.**

AT THIS POINT, NO ONE SHOULD MOVE ABOUT THE SCHOOL

11. Staff to support children in keeping calm and quiet.
12. Staff should remain in lock down positions until informed by key staff (Senior Leadership team or Office Staff) in person that there is an all clear.
13. As soon as possible after the lockdown, teachers should return to their home classrooms and conduct a register notifying the office immediately of any pupils or staff not accounted for.



Key Staff roles

1. Office staff and headteacher to ensure that external doors are secured and call emergency services. Where possible, office staff should move to the office upstairs.
2. Individual teachers and TAs to close classroom windows and secure all external doors as stated in detail above.

Communication with parents

If necessary and possible, parents will be notified as soon as it is practical to do so via the school's established communication network (text service).

The message to parents will be as follows:

'The school is in a full lockdown situation. During this period the school office and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not call the school as this may block phone lines.'

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.

If the end of the school 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 the emergency services.

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.

Lock down drills

A lock down drill will take place at least once a year to ensure everyone knows exactly what to do. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed annually as a part of the School's safeguarding practice.