



*Connect,  
Learn & Grow*

# **FRINTON ON SEA PRIMARY SCHOOL**

## **LOCK DOWN POLICY & PROCEDURES**

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**Executive  
Head Teacher:** Mrs T. Caffull

**Ratified/Approved:** by School Governing Body

**Chair of Governors:** Mrs S. Young

**Date:** Summer 2019

**Review:** Summer 2021

## **Rationale**

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 X5 10 second bursts of an Air Horn.

Also, a Green Button is on all computers if there is an alert as soon as the button is pressed it will go straight through and flash up to all computers to alert staff.

## **Procedures:**

- All pupils & staff stay in their classroom or move to the nearest classroom
- External doors locked. Classroom doors locked (where a member of staff with a key is present)
- Window locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils & staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, Smartboards and computer monitors turned off.
- A register to be taken of all pupils and staff in each classroom and office – number to be stuck on classroom window.
- Communicate register of staff and pupils to the main office via mobile if possible.
- Staff should await further instructions.
- Children 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.

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

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
- 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. School administrator to ensure that her office is locked and police called if necessary.
2. Head, Deputy or office to lock the school's front doors and entrances.
3. Individual teachers/ LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

## **Communication with parents/carers**

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

Parents will be told:

***'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, 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/carers during a lock down.

Parents/carers 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.

A letter to parents/carers will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown 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 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.

## LOCK DOWN PLAN

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
Executive Headteacher Mrs Caffull	Initial contact with the emergency services
Deputy headteacher Mrs Lucraft	Liaison with parents
Teachers (on a rotating basis)	Pupil control

<b>Signals</b>	
<b>Signal for lockdown</b>	X5 10 second bursts of the Air Horn.
<b>Signal for all-clear</b>	X1 30 second blast of the Air Horn.

<b>Lockdown</b>	
<b>Specified assembly points</b>	Classroom, Offices, School Hall
<b>Entrance points</b>	Main School Entrance
<b>Communication arrangements</b>	<ul style="list-style-type: none"><li>• Green Button from computers</li><li>• Teacher's mobile if possible</li></ul>
<b>Notes</b>	

## Lock Down Plan

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points.</li> <li>Sit on the floor, under tables or against the wall.</li> <li>Keep out of sight and draw curtains to avoid detection.</li> <li>Turn off lights and computers.</li> <li>Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		