

Lock down Policy and Procedures

All schools should consider the need for robust and tested school lock down procedures. Lock down 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 students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students 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 students, 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 Lock down

Staff will be notified that lock down procedures are to take place immediately on hearing the chosen audio bell.

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 the locking of the school's doors and all outside doors/ blinds where it is possible to remain safe.
 2. At the given signal, all students will remain in their classroom and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and students 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.
 3. Any staff and students who are not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
 4. Administration staff are responsible for the locking of the front of the building and Head of English and Marketing for the back of the building.
 5. No staff or student is to leave the classroom for any reason whilst in lock down.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. All staff to support students in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Vice Principle or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the administration team immediately of any students not accounted for.

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.

12th November 2019

Review November 2020