



RYECROFT C. E. MIDDLE SCHOOL

POLICY STATEMENT

Lockdown Policy and Procedures

Part of the Uttoxeter Learning Trust

Created: Summer 2019 (TDE)
Review: Summer 2020



The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School

Embracing a culture where no child is left behind, we value and respect all the children that God has put in our care.

We enrich the lives of our children and ensure that Ryecroft is a safe, happy and inspiring place, embodying the Christian values of trust, humility and perseverance.

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious security risks of 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.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

One-way alerts and notifications will be used to communicate a Lockdown – sending them to desktop users and large information panels in halls and foyers. These alerts automatically take screen focus, meaning they can't be hidden, ignored or saved for later (even on locked screens).

CLOSE Model is beneficial to assist understanding and preparation

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure – be aware you may be in lockdown for some time

Procedures

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children

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are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.

3. 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. If a class is in the hall they are to go to one of the nearest rooms
4. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

1. Front office staff ensure that their office(s) are locked, notify Dove First colleagues and police called if necessary using using ETHANE.
 - **Exact location:** The precise location of the incident
 - **Type:** The nature of the incident, including how many vehicles, buildings and so on are involved
 - **Hazards:** Both present and potential
 - **Access:** Best route for emergency services to access the site, or obstructions and bottlenecks to avoid
 - **Numbers:** Numbers of casualties, dead and uninjured on scene
 - **Emergency services:** Which services are already on scene, and which others are required.
2. Headteacher or office staff member locks the school's front doors and entrances.
3. Individual teachers /TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors are locked.
4. Staff in PPA room to lockdown in this room.
5. Catering Staff to lock back door to kitchen and turn off lights.
6. Staff maintain calm and reduce anxiety and panic for children, other staff and the public including parents.

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INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

If an **intruder has entered** the building you should consider the changes to the procedure, this may include;

- Directing all pupils, staff and visitors into the nearest classroom or secured space.
- Classes that are outside should not enter the building but be moved to the evacuation point. (use of walkie talkie)
- Lock classroom doors, but do not lock exterior doors.
- Keep pupils seated on the floor and turn off the lights.
- Do not respond to anyone at the door until given the all clear.
- Ignore any fire alarm activation; the school should not be evacuated using this method

