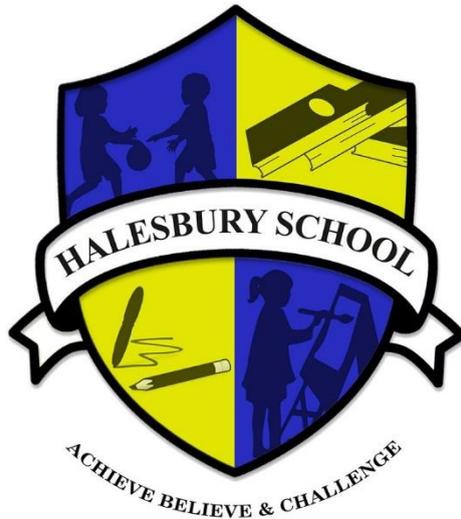


HALESBURY SCHOOL



LOCKDOWN POLICY

| Policy for the attention of | | | |
|-----------------------------|--------------|-------------------|------------------|
| Audience | Key Audience | Optional Audience | Additional/Notes |
| Senior Leadership Team | | | |
| Teachers | | | |
| Teaching Assistants | | | |
| Administrative Staff | | | |
| Curriculum support | | | |
| Lunchtime Supervisors | | | |
| Site Manager | | | |
| Cleaners | | | |
| Governors | | | |
| Parents | | | |
| Website | | | |
| Local Authority | | | |

| | |
|---------------------|----------------|
| Responsibility of | |
| Review frequency | |
| This version agreed | September 2019 |
| Next review date | September 2020 |



HALESBURY SCHOOL LOCKDOWN PROCEDURES

| | |
|-------------------------------|---|
| February 2019 Plan | |
| Staff Responsibilities | |
| Headteacher | <p>To make contact with relevant emergency services.</p> <p>In the Headteacher's absence, this duty will fall to the Deputy Headteacher.</p> <p>To notify the Chair of Governors as soon as practically possible.</p> |
| Other staff members | <ul style="list-style-type: none"> Deputy Headteacher: communicate with parents. In the Deputy Head teacher's absence, this role will fall to the two Assistant Head teachers. <p>Teachers and support staff: stay with pupils</p> <p>Site manager: ensure all access points are secured</p> <p>The office manager will notify Hurst Green School that a lockdown has been instigated.</p> |
| Signals | |
| Lockdown signal(s) | <ul style="list-style-type: none"> A phone message to all pods relayed from the school office; code words, 'Make Halesbury Safe'. This will be relayed to classrooms/workroom by the call taker. <p>Word of mouth where possible.</p> |
| All clear signal | <ul style="list-style-type: none"> A phone message to all pods relayed from the school office; code words 'All Clear'. <p>Word of mouth</p> |
| Evacuation signal | <p>The evacuation signal will be three long bursts of the electronic alarms.</p> <p>Fire alarm signals remain unchanged.</p> |
| Lockdown | |
| Assembly points | <ul style="list-style-type: none"> Classrooms; if pupils are being taught there, they should remain there. If they are in a work room or care room, the pupils should be led back to their classroom by staff as soon as possible. Hall and/or gym; if pupils are in the hall, they should remain there with staff. Playgrounds; pupils should be led back into school and assemble in their normal classroom. Office staff should remain in their offices. Kitchen staff should remain in the kitchens. <p>In the event of an evacuation of the building, pupils should follow the same rules as they do for a fire drill. The critical incidents Policy details evacuation point offsite as necessary.</p> |



| | |
|--|---|
| <p>Entrance and exit points</p> | <p>All external doors will be locked.</p> <p>Windows and vents will be shut. Blinds will be drawn.</p> <p>Where possible shutters should be lowered except where they block an emergency/ fire exit.</p> <p>No emergency/fire exits should ever be blocked.</p> <p>There are one way windows to the front and side of the building.</p> |
| <p>Bringing pupils inside</p> | <p>Where pupils are outside, the handbell will be continuously rung to alert the supervising staff.</p> <p>Staff should know who is in school that day and should account for all the children in their charge. As soon as is possible the teacher will inform the office that all their children are present via telephone. In the event of an emergency mobile phones should be used.</p> <p>The office will note any pupils' names unaccounted for. Where a child is missing, the Head teacher will be informed and they will instigate a search by staff.</p> |
| <p>Steps to increase protection from danger</p> | <ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows, for example under a desk <ul style="list-style-type: none"> Turn off lights and monitors Ensure mobiles phones and electronic devices are on silent Endeavour to keep children calm |
| <p>Internal Communication</p> | <p>Staff are in a defined user group with 'Parent Hub'. This media will be used to communicate important messages throughout the lockdown in addition to internal telephones where possible.</p> |
| <p>Communication with parents</p> | <ul style="list-style-type: none"> • Parents will be informed via 'Parent Hub' and email where possible <ul style="list-style-type: none"> Parents will be asked not to contact the school to avoid tying up lines that might be needed by the emergency services Parents will be asked to collect their children at the earliest opportunity Dudley Transport will be notified |
| <p>Additional notes</p> | <p>All personal evacuation plans will be used as necessary</p> <p>Medication; all medication protocols should be adhered to</p> |



CHECKLIST

| STEP | CHECK | TIME | SIGNED |
|---|-------|------|--------|
| Use signal to initiate lockdown | | | |
| Ensure pupils are inside | | | |
| Secure entrance points | | | |
| Contact emergency services | | | |
| Ensure staff take action to increase protection from danger (such as turning off lights and | | | |
| Make sure pupils and staff are aware of exit points | | | |
| If safe, check for missing pupils or staff | | | |
| Remain inside until all clear has been given or told to evacuate | | | |