

# Bushfield Road Infant School

## Lockdown Policy



### **An introduction**

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal that is nearby
- A firearms or weapons attack.

This list illustrates some of the more typical causes for a school to lockdown.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

### **Lockdown plan**

- The Headteacher is designated as the school's 'lockdown manager' in her absence the Deputy Headteacher or the Senior Teacher in charge will assume the responsibilities.
- When a lock down is necessary a message will be sent via runner and phone to the classrooms telling staff to 'lockdown'
- If pupils are outside, the school bell will be rung and pupils brought in
- Staff will lock external doors; close blinds where possible, call the register, account for all children, and settle children to a quiet activity.
- Office staff will check all external doors in the main school areas and inform the police /emergency services
- During the lock down, information will come to staff via phone messages or runner.
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services.
- A fire alarm will over-ride the lockdown, and it will be the cue to evacuate the school

### **Parents**

Parents will be informed of a school lock down procedure if pupils cannot be safely dismissed at home time or admitted to school. This communication will come via text message using the school's normal communication routes. Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils should not be released to parents during a lockdown.

Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

### **Staff**

All staff are familiar with the school's lockdown procedures and a lockdown drill is practised at agreed intervals.

### **Communication**

A school's lockdown procedure is published on the school's website. Lockdown drill information may also be displayed in each classroom alongside the school's fire evacuation procedures.

### **Support for staff and pupils**

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.

A reception centre for friends and family could also be set up away from the affected area.