Belle Vue Primary School and Nursery

Lockdown Policy

Rationale

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 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.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site or attempted access by unauthorised persons' intent in causing harm/damage.
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc
4. The proximity of a dangerous dog roaming close

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately through the use of the school bell system and for those delivering activities in a hall or outside, via a walkie talkie. As the school is on a split site, 2 bell systems are in operation (KS1 and KS2).

Staff will 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

Staff responsibilities during lockdown

1. Head Teacher (or Deputy Head Teacher in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Head Teacher (or Deputy Head Teacher) to call police and Local Authority if necessary. In the absence of the Deputy Head Teacher, a member of the office team
3. If a class/group of children are offsite e.g. school trip, the Head Teacher or Deputy Head Teacher, in his absence, will contact the lead member of staff and inform them the school is in lockdown. The school party will be advised when it is safe to return onto school site.
4. For staff using halls, outdoor areas, they must have a walkie talkie. Staff to be notified if there is to be a lockdown. Children must be brought inside to a safe environment e.g. classroom or hall. Staff have a responsibility to close all outside doors/closing of blinds where it is possible to do so and remain safe.
5. Kitchen staff to be notified by the Headteacher (or Deputy Head Teacher in his absence).
6. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. In the case of an intruder on site, where possible staff to retrieve personal mobile phones, ensuring that they are put on silent mode as these will be used for direct communication from the Head Teacher/Deputy Head Teacher where possible.
7. Children and any adult who is 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. In the case of a pupil, the teacher will communicate with the child's teacher letting know they are safe.
8. **ALL** electronic doors must be closed at all times other than lunch. For a lockdown procedure during lunch, a member of SLT must ring the admin team to lock electronic door to KS1 and KS2.
9. **ALL** adults and children to remain in the room they are located in whilst the school remains in lockdown until notice is given by the Head Teacher or Deputy Head Teacher it is safe to resume as normal.
10. **All** adults and children to remain on school site whilst the site is place in lockdown.
11. Where possible staff should notify the Head Teacher by text message that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them

NO MEMBER OF STAFF TO MOVE AROUND SCHOOL UNLESS INSTRUCTED BY THE HEADTEACHER

Procedures whilst in lockdown

1. Complete a head count/register for children to ensure all children are safe and accounted for – if not, contact Mr Marshall or Mrs Davies immediately. **FROM JANUARY 2025, ACTING HEADTEACHER, MRS C DAVIES OR ACTING DEPUTY, MRS MULLIGAN.**
2. Staff to support children and ensure they remain still and quiet. Young children may be comforted if distressed (appropriate level of comfort – please refer to the school's Child Protection Policy for further guidance)
3. Ensure children and staff do not move/open blinds
4. Ensure staff do not open internal doors/unlock external doors until informed it is safe to do so by Mr Marshall or in his absence, Mrs Davies. **FROM JANUARY 2025, ACTING HEADTEACHER, MRS C DAVIES OR ACTING DEPUTY, MRS MULLIGAN**

Communication with parents

If necessary, parents and carers will be notified as soon as it is practical to do so via the school messaging service.

Parents will be told 'Belle Vue Primary School is in lockdown. During this period the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out…' Depending on the type and severity of the incident, parents and carers may be asked NOT to collect 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/carers 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 at the nearest possible day following any serious incident to inform them of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Belle Vue Primary School will carry out a lockdown drill at least once a year. Following the drill, staff will consulted regarding any issues which may have arisen which need to be addressed for future lockdowns to ensure safety for all.

Review of policy

Belle Vue Primary School's governing body will review this policy every three years. The policy will be reviewed earlier if there is a change in practice or government regulations alter.

This policy was reviewed in March 2025.