

# Bearwood Primary and Nursery School



## LOCK DOWN PROCEDURE POLICY

September 2019

SIGNED .....

DATE: .....

HEADTEACHER

SIGNED .....

DATE: .....

CHAIR OF GOVERNORS

**TO BE REVIEWED September 2020**

# Lock Down Procedure for Bearwood Primary and Nursery School

## Definition

An evacuation or lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Pupils would be moved away from windows and doors for prime safety. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils in the school)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- If a child goes missing and the school is unsure of whether they are on or off the school premises

## Procedure

### ***Management of the situation will depend on the circumstances presented***

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

1. The Office staff will contact police on 999 depending on the circumstances and ring the bell for 5 short rings to alert school to lock down.

2. The Headteacher (or designated deputy) will quietly inform staff of the situation if possible.

3. This school will then also enable evacuation procedures as required.

4. Depending on the circumstances staff will ensure pupils remain in classrooms with locked doors and windows and blinds pulled down or pupils will be evacuated in a quiet and orderly manner *away* from the situation to a safe area defined by staff or police.

5. If any children and adults are on the school playground at the alert of a lockdown, the adult will bring all children into the school building via the nearest door entrance/classroom door.

6. The Police Officer in charge will evaluate the situation and notify the Headteacher when the school is safe and/or if any further action is needed

7. The Headteacher /Chair of Governors will need to report the incident directly to Hamwic Central Services, Poole Local Authority Health and Safety team.

### **Lock Down Area Procedures:**

**School Offices & Staff Room:** All staff to move into corridor outside staff room – closing windows and blinds before leaving and shutting doors to staff room, School Office and Admin Office. Office staff to close windows and blinds – one member of staff to ensure outside doors are secure (ie. Doors around the school). Staff to lock external doors into school reception area (if able to do so). Take school mobile phone for communication. If there are children in the office area, they are to stay with the Office Staff.

**Indoor lunch staff:** Stay in the hall for safety and keep children in the hall.

**Hall:** If a class is taking place in the Hall, children and staff to go back to their classroom.

***Note – if children are moving around the school then they need to make their way to the nearest classroom.***

***All clear will be given by member of Office Staff – children must not be moved until all clear given, unless in exceptional circumstances (ie. somebody outside the classroom window) in which case find another area of safety***