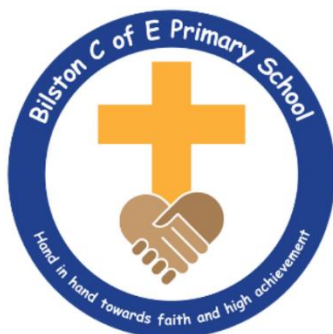


BILSTON CHURCH OF ENGLAND PRIMARY SCHOOL



I can do everything through
God, who gives me
strength.
Philippians 4:13

Lockdown Policy

Approved by Governors at:	
Date approved:	
Review date:	
Chair of committee:	

Admin use only	
Governor hub	
Website	
Policies file	

School Vision

Bilston Church of England Primary is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual.

Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.

Rationale

As part of our Health and Safety policies and procedures, the school has a Lock Down Policy.

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.

A lockdown is implemented when there are serious security risks for 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.

Staff member	Responsibility
SLT	SLT will take responsibility for procedures following an event being informed SLT will sound the alarm- this is done by alerting all teachers with an emergency alert using the 'walkie talkie' system indicating lockdown procedures are in place – 'lockdown, lockdown, lockdown', with additional information of where the source of danger is, for instance inside the building. A member of SLT will then contact the emergency services according to the incident that has caused the lockdown. Where classes are outside and need to be brought inside to safety then the member of staff outside will also be alerted by the 'walkie talkie' system. If the risk to bring inside is high, then the member of staff will use their judgement and find a suitable location. The same procedure will take place in external buildings to the school: bungalow, adventure playground and modular classroom. Staff will follow the evacuation procedure. The procedures could take the form of:

	1. Lockdown in procedures- where the immediate danger is outside surrounding area, children will remain in their respective classrooms. All doors and windows will be closed, children will move away from windows, they may take shelter by turning tables on their side and sitting behind them. Posters are displayed in classrooms and central areas, so all stakeholders are aware of the procedures. 2. Evacuation to an external safe place – ‘adventure playground’ If necessary children will be removed from the main building to the ‘adventure playground’.
Office staff	Office staff will check the sign in system and then escort any visitors to an agreed safe place for the incident. The office staff will endeavour to send a group message to parents, once the site is safe.
Teachers, support staff and office staff.	As described in the Lock in procedures, class teachers and teaching assistants will guide children to the middle of the room away from the windows and doors and stay there quietly, until informed that it is safe to move. Blinds should be closed, and external doors should be locked. Any internal locks should be locked. The automatic door to the main entrance of the school will be locked via the panic button. The teacher will do a head count to ensure all children are accounted for. The adult must not leave the classroom if a child is missing. The ‘walkie talkie’ must be used to alert SLT. If the main site needs to be vacated, then adults will walk children safely and calmly to safety. The designated area will be identified via the ‘walkie talkie’ system.
Site manager	Mr T Quinton will ensure that all access points are secure.

[Security Lockdown signals](#)

Alarm or signal for lockdown	Signal for all clear (end of lockdown)
• Walkie talkie system • Mobile phones • Whistles blown continuously • Word of mouth	• Walkie talkie system • Word of mouth

[Security Lockdown Plan](#)

Our safe assembly points	If a threat is posed by an intruder (a person or animal) lockdown in classrooms by locking doors, hiding under tables and blinds down. Move away from the windows. Tables may be used as a barricade. If children are outside, then try to enter the building if the intruder is not in school. If the intruder is outside, then move the children to a safe place creating as much distance as possible. Via the 'walkie talkie' system provide location of safety.
	External explosion, such as a gas leak or bomb. This would be an internal lockdown procedure as advised by LA.
	General evacuation – assembly on school field.
On evacuation staff are to ensure that the class medical box is always with the class.	
Secure entrance and exit points	Dependent upon the threat posed close and secure all doors, windows and gates. Shut blinds and switch off lights. External doors to be locked.
Steps to increase protection	• Close and lock where possible all doors and windows. • Position children away from sightlines from external doors and windows – under tables. • Turn off lights and monitors. • Make sure mobile phones and electronic devices are on silent including laptops and IWB. • Turn off fans or mobile conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Attempt to cover windows and air vents (if the risk is pollution or a gas)
Communication with parents during lockdown	A message will be sent to parents from the main office using our internal texting systems. Parents will be reminded that they must not try to enter the school site, as this could endanger the children. Parents must not try to call the school so that lines can be kept clear for communication between school and emergency services.
Arrangements for pupils or staff with additional needs.	There are several children with complex needs. Staff working in the 'Nest' and 'Fledglings' or other areas of the school being used to facilitate learning, will be responsible for these children with Mrs L Boden SEND coordinator overseeing the procedures.
Childcare before and after school. After school clubs.	Childcare is in the bungalow (not part of main site) children will be escorted into the bungalow. All doors and windows will be locked. Childcare staff will notify the emergency services. Children participating in after school clubs will locate in the nearest classroom; follow the identified procedures.

Lock Down Plan

Step	Initial Response	Check	Time	Signed
1.	Ensure all pupils are inside			
2.	Secure all entrance points to the school.			
3.	Dial 999 for each emergency service that the incident requires.			
4.	Ensure that staff members take action to increase protection from further danger: • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw blinds to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors.			
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe.			
6.	Check for missing or injured staff members and pupils, then alert SLT via 'walkie talkie' system or mobile phones.			

7.	Remain inside the classroom until all clear signal has been given or unless told to evacuate by the emergency services.			
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