



Priory School

Lockdown Policy

Version	Authorised	Approval Date	Effective Date	Review Date
1	FGB	January 2023	January 2023	January 2023
2	FGB	March 2024	March 2024	March 2025

Signed: _____

Date:

Caroline Masih - Chair of Governors

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1. Policy Statement

- 1.1 As part of our Health and Safety policies and procedures the school has a Lockdown Policy.
- 1.2 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 situation where there is a hazard in the school grounds or outside the school in the near vicinity.
- 1.3 A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

2. Notification of Lockdown

- 2.1 Staff will be notified that lockdown procedures are to take place immediately through an announcement via the school tannoy system. On hearing these, where possible take your laptop with you.
- 2.2 An email will be sent to all staff immediately after the announcement explaining the situation and any necessary action required. **DO NOT WAIT FOR THIS EMAIL BEFORE TAKING ACTION.**
- 2.3 From that point on, email will be our main form of communication.
- 2.4 The tannoy system may not reach all areas of the school. If it is safe to do so a member of SLT will quickly walk through the school to ensure that all areas of the school are aware of the lockdown. **All staff should be proactive and if they notice a class or members of the school community are not aware of the lockdown they should inform them.**

3. Procedure

- 3.1 All staff to follow the **CLOSE** procedure:
 - Close all windows and doors, pull blinds down.
 - Lock up (internal and external doors where appropriate)
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lockdown for some time
- 3.2 SLT will conduct an immediate, dynamic risk assessment based on the information they have and may implement one or all of the following options:
 - Send an email if possible, detailing the nature of the lockdown and any further instruction.
 - If possible, SLT will follow up with an update through the tannoy.
 - **SLT should announce over the tannoy the following:**

- If it is safe for Peri teachers, visitors or anyone in an intervention room to move to the nearest classroom.
- If it is unsafe to move to a secure classroom and best to stay in the room that they are currently in.
- If the site team should ensure all external doors are also locked from the inside where possible.

3.3 ONLY AUTHORISED STAFF MEMBERS TO MOVE AROUND THE SCHOOL

3.4 Staff to remain in lockdown procedures until tannoy announcement and email confirmation that the lockdown is over. All children to return to their classrooms for a register to take place. Any children, staff or visitors unaccounted for must be immediately reported to the Headteacher.

4. Staff Roles

4.1 The Site team to lock the school's front doors, external doors and entrances where appropriate.

4.2 Teachers and TAs to lock/close classroom doors and windows, pull down blinds and turn off light sources including Smartboards and other monitors. If they are in a room that cannot be secured such as an intervention room it may be wise to move to a classroom.

4.3 Mobile phones put on silent.

4.4 Children and staff not in class for any reason, will proceed to the nearest occupied class and will remain with that class teacher.

4.5 If practicable, staff should contact the office by email, mobile phone or radio of any child or staff member who are not accounted for.

4.6 Staff to support children to remain calm and keep quiet. Some individual children will need additional risk assessment in which case they will need to be identified on the class risk assessment.

4.7 SLT will meet in the HT office and communicate via mobile to the admin team who will be in the business managers office.

5. Communication with Parents

5.1 If necessary parents will be notified as soon as it is practical to do so via text or website.

5.2 Parents will be told, **'Priory is in lockdown. The switchboard and entrances are un-manned, external doors are locked and nobody can exit or enter. Check email for further update.**

- 5.3 Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- 5.4 Pupils will not be released to parents during a lockdown.
- 5.5 Parents will be asked not to call school as this may tie up emergency lines.
- 5.6 Parents will be informed as soon as it is practical to do so that lockdown is over and they can collect their children. Further information will be given on how and when to collect their children.
- 5.7 A letter to parents will be sent home on the nearest possible day following any serious incident to inform the parents of the context of the lockdown and to encourage to reinforce with their children of following the procedures in these very rare circumstances.

6. Monitoring and Review

- 6.1 Lockdown practises will take place at least once a year.
- 6.2 Monitoring of practises will take place and staff debriefed as necessary.
- 6.3 The procedure will be reviewed in line with the school's Health and Safety policy

Appendix 2:

Email to staff: (Saved as a template on Outlook)

NOTIFICATION OF LOCKDOWN

The school is in lockdown.

Initiate the close procedure –

- Close all windows and doors, pull blinds down.
- Lock up (internal and external doors where appropriate)
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time

Further information will follow via email when we are able to, to let you know the nature of the lockdown.

The end of lockdown will be announced via tannoy. All children should return to their classroom for a register to be taken. Anyone, staff, pupils, visitors unaccounted for must be reported to the Headteacher immediately.

Appendix 3:

Text to parents: (Saved on the website as template text)

Priory is in lockdown. The switchboard and entrances are un-manned, external doors are locked and nobody can exit or enter. Check email for further update.