




ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS  
FEDERATION

LOCK DOWN POLICY AND PROCEDURES

Senior Leadership Team/Compliance Governor(s) Review Date	06.10.2023
Governing Board Approved/Adopted	17.10.2023
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	31.10.2024

## Rationale

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

On very rare occasions, it may be necessary to seal off a school so that it cannot be entered from the outside. This will ensure that children, 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 in response to any number of situations, some of the more typical risks to the premises, children or staff may include:

- A reported incident or disturbance in the local community
- An intruder on site intent on causing harm/damage
- A warning being received regarding an environmental risk locally e.g. air pollution due to a major fire in the vicinity, chemical spillage etc.
- Serious, adverse weather conditions
- The close proximity of a dangerous animal.

## Notification of Lockdown

The Senior Leadership Team (SLT) will notify staff of the Federation's lock down procedures and lock down will be implemented immediately by ALL staff on hearing the signal.

## Procedures

Follow the **CLOSE** procedure:

- **Close** - All windows and doors
  - **Lock** - All external doors and internal doors where possible
  - **Out of sight** - Draw all blinds where possible and minimise movement
  - **Stay silent** - Try to avoid drawing attention to the building/room(s)
  - **Endure** - Be aware you may be in lock down for some time.
1. On hearing the signal to implement lock down, children, staff and visitors should be ushered into the school building if in the external grounds, as quickly as possible and the locking of the school's office, fob connecting doors and all outside doors should be actioned where it is possible, to remain safe. As appropriate, a member of the SLT or the Senior Administrator will establish communication with the emergency services and notify the City of Wolverhampton Council.
  2. The children should remain in the room they are in and the staff will ensure the windows and doors are closed/locked, and screened where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors are to be turned off. The SLT must ensure that children, staff and visitors are aware of an exit route in case an intruder does gain access.
  3. Children or staff not in their designated group for any reason e.g. children using toilets when the lock down alert is signalled, will proceed to the nearest occupied room and remain with that group and Educator.
  4. If practicable staff should notify the Senior Administrator using the 'Microsoft Teams App' that they have entered lock down and provide the names of children not accounted for.

## **'NO ONE SHOULD MOVE ABOUT THE SCHOOL'**

5. Staff to support children to keep calm and quiet.
6. Staff to remain in lockdown positions until a member of the SLT or the Police notify them that there is an all clear.
7. As soon as possible after the lockdown, Educators return to their base room, conduct a roll call and notify the Senior Administrator immediately of any children not accounted for
  - ***If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.***

### **Staff Roles**

1. The SLT/Senior Administrator to ensure that their office is locked and the Police are called if necessary.
2. The SLT/Senior Administrator to lock the school's front doors and entrances.
3. All Educators to lock/close room door(s) and windows.
4. The SLT/Senior Administrator to liaise with parents/carers as soon as it is practicable to do so.

### **Communication with Parents/Carers**

- If necessary parents/carers will be notified as soon as it is practically possible via the appropriate school's established communication channel, e.g. the child's 'Microsoft Teams App'; 'Teachers2Parents' text messaging service or by Telephone.
- Parents/Carers will be told the following:
  - The school is in a full lockdown situation. During this period the School Office and all entrances will be un-manned, external doors locked and nobody allowed in or out
  - After an incident today the school was placed in lockdown at [Enter Time], procedures and policies were followed, and all members of staff and children are safe.
- Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school as it may put them and their child at risk.
- Children 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 children should be picked up from by the SLT, Senior Administrator or emergency services.

- A letter to parents/carers will be sent home, the nearest possible day following any serious incident, to inform them of the context of the lockdown and to encourage families to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown Drills**

It is of vital importance that the Federation's lockdown procedures are familiar to all members of staff, to achieve this a lockdown drill will take place a minimum of once a year to ensure everybody knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed so that any necessary improvements can be made.

### **Review**

This policy and its procedures will be reviewed annually as part of the 'Health and Safety Policies and Procedures' audit.