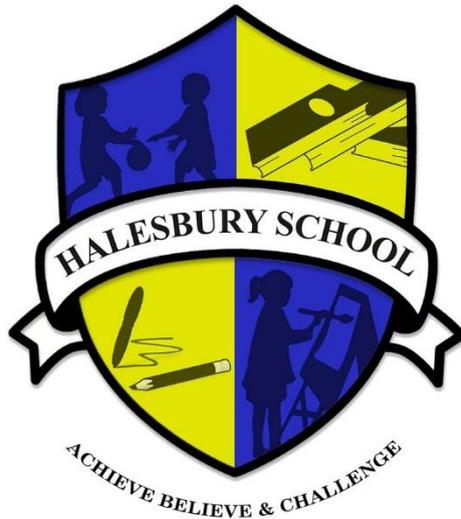


HALESBURY SCHOOL



LOCKDOWN POLICY

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	
Review frequency	
This version agreed	September 2019
Next review date	September 2020



HALESBURY SCHOOL LOCKDOWN PROCEDURES

February 2019 Plan	
Staff Responsibilities	
Headteacher	<p>To make contact with relevant emergency services.</p> <p>In the Headteacher's absence, this duty will fall to the Deputy Headteacher.</p> <p>To notify the Chair of Governors as soon as practically possible.</p>
Other staff members	<ul style="list-style-type: none"> Deputy Headteacher: communicate with parents. In the Deputy Head teacher's absence, this role will fall to the two Assistant Head teachers. <p>Teachers and support staff: stay with pupils</p> <p>Site manager: ensure all access points are secured</p> <p>The office manager will notify Hurst Green School that a lockdown has been instigated.</p>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> A phone message to all pods relayed from the school office; code words, 'Make Halesbury Safe'. This will be relayed to classrooms/workroom by the call taker. <p>Word of mouth where possible.</p>
All clear signal	<ul style="list-style-type: none"> A phone message to all pods relayed from the school office; code words 'All Clear'. <p>Word of mouth</p>
Evacuation signal	<p>The evacuation signal will be three long bursts of the electronic alarms.</p> <p>Fire alarm signals remain unchanged.</p>
Lockdown	
Assembly points	<ul style="list-style-type: none"> Classrooms; if pupils are being taught there, they should remain there. If they are in a work room or care room, the pupils should be led back to their classroom by staff as soon as possible. Hall and/or gym; if pupils are in the hall, they should remain there with staff. Playgrounds; pupils should be led back into school and assemble in their normal classroom. Office staff should remain in their offices. Kitchen staff should remain in the kitchens. <p>In the event of an evacuation of the building, pupils should follow the same rules as they do for a fire drill. The critical incidents Policy details evacuation point offsite as necessary.</p>



<p>Entrance and exit points</p>	<p>All external doors will be locked.</p> <p>Windows and vents will be shut. Blinds will be drawn.</p> <p>Where possible shutters should be lowered except where they block an emergency/ fire exit.</p> <p>No emergency/fire exits should ever be blocked.</p> <p>There are one way windows to the front and side of the building.</p>
<p>Bringing pupils inside</p>	<p>Where pupils are outside, the handbell will be continuously rung to alert the supervising staff.</p> <p>Staff should know who is in school that day and should account for all the children in their charge. As soon as is possible the teacher will inform the office that all their children are present via telephone. In the event of an emergency mobile phones should be used.</p> <p>The office will note any pupils' names unaccounted for. Where a child is missing, the Head teacher will be informed and they will instigate a search by staff.</p>
<p>Steps to increase protection from danger</p>	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows, for example under a desk <ul style="list-style-type: none"> Turn off lights and monitors Ensure mobiles phones and electronic devices are on silent Endeavour to keep children calm
<p>Internal Communication</p>	<p>Staff are in a defined user group with 'Parent Hub'. This media will be used to communicate important messages throughout the lockdown in addition to internal telephones where possible.</p>
<p>Communication with parents</p>	<ul style="list-style-type: none"> • Parents will be informed via 'Parent Hub' and email where possible <ul style="list-style-type: none"> Parents will be asked not to contact the school to avoid tying up lines that might be needed by the emergency services Parents will be asked to collect their children at the earliest opportunity Dudley Transport will be notified
<p>Additional notes</p>	<p>All personal evacuation plans will be used as necessary</p> <p>Medication; all medication protocols should be adhered to</p>



CHECKLIST

STEP	CHECK	TIME	SIGNED
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger (such as turning off lights and			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			