

St Andrew's C of E Infant School

Lockdown Policy

This policy was last reviewed:	October 2024
This policy will be reviewed again:	October 2025
The policy will be reviewed by:	The Board of Governors
Statutory Policy	No

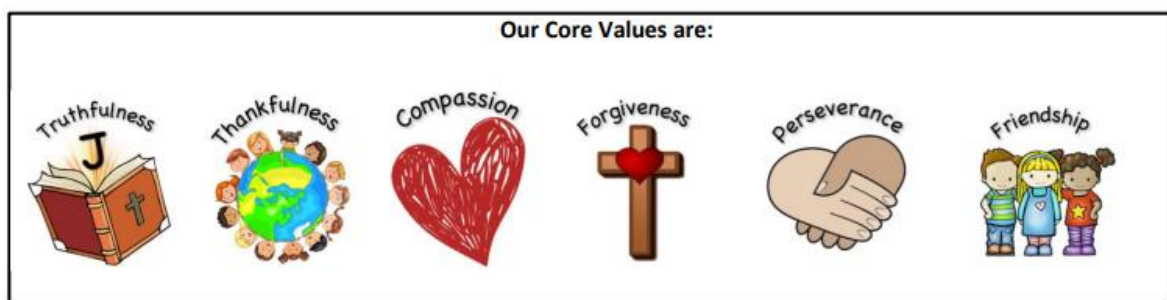
Our School Motto

'Learning, Caring and Growing together in Faith'

Our Vision

St Andrew's Infant School is a Christian school where children are happy, nurtured and love learning. Through an inspiring and aspirational curriculum, we strive to ensure our children flourish spiritually, academically, and creatively to become confident, resilient learners. Everyone here learns, cares and grows together in faith.

Our Values



Our Christian Narrative:

'God is my strength in whom I trust.' Psalm 18

Our Bible story:

The parable of the Two Builders - Matthew 7

Mission Statement

At St Andrew's C of E Infant school, we are 'learning, caring together in faith.'

NaCTSO (National Counter Terrorism Security Office) – Guidance

In January 2016, a NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Rationale

As part of our health and safety policies and procedures, the school has a lock down procedure.

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 premises due to, for example:

- A nearby chemical spillage
- Proximity of dangerous dogs
- Serious weather conditions
- A major fire in the vicinity of school
- Attempted access to the school by unauthorised persons intent on causing harm and/or damage.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A reported incident or civil disturbance in the local community (with the potential to pose a risk to staff and pupils at the school).

Procedure for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the Police.

Be alert, but don't be alarmed.

On receipt of a bomb threat, the Office Manager (Miss Scott), the Headteacher (Miss Glassbrook), the Deputy Head Teacher (Mrs Pinder) or a DSL (Mrs Ashcroft and Gabbi Westhead) will dial 999 and the Police will respond accordingly. You should always consider their advice before a decision is taken to close or evacuate.

Notification of lockdown

Each classroom has an air horn, as well as each office in school. If staff hear an air horn around school, they are expected to sound their air horn. This notifies staff that lockdown procedures are to take place immediately on hearing this noise.

Procedures for activating lockdown procedures

The school's lockdown procedure can be activated using the air horns. When the air horn sounds, staff are expected to follow the **CLOSE** procedure:

- C** Close all windows and doors
- L** Lock up
- O** Out of sight and minimise movement
- S** Stay silent and avoid drawing attention
- E** Endure; be aware that you may be in lockdown for sometime

1. A horn will sound in each classroom, which will activate a process of children being ushered into the school building as quickly as possible and the locking of all external doors and windows. Internal doors should remain closed.
2. At the given signal:
 - a. Children from Butterflies classroom will go into Reception.
 - b. Children in Owls classroom will go into Kingfishers and Dragonflies.
 - c. Any members of staff or children at the front of school will go into the Headteachers Office.
 - d. Any members of staff or children in the staff room will go into the kitchen area of the staff room.
 - e. Any members of staff in the kitchen will go into the store cupboard in the kitchen.

Staff will ensure windows and doors are closed/locked and screened; where possible, children should be positioned away from any possible sightlines from external windows and doors.

3. Lights, interactive whiteboards and computer monitors should be turned off; mobile telephones should be placed on silent mode.
4. If possible, staff should notify the school office by internal telephone that they have entered lockdown procedures, and identify those children not accounted for.
5. Procedures for activating lockdown are monitored by the school's senior leadership team and DSLs. Only SLT and DSLs are permitted to move around school during a lockdown.

Procedures during lockdown

1. Nobody should move about the school when lockdown procedures have been activated
2. Staff should support children in keeping calm and quiet (by reading a story etc.)
3. Staff should remain in lockdown positions until informed by a member of the schools SLT or DSL team that there is an 'all clear.'
4. As soon as possible after the lockdown, class teachers should return to their classrooms and conduct a register, and notify the school office immediately of any pupils not accounted for.

Roles and responsibilities

1. Class teachers are responsible for putting the lockdown wedges into the doors to prevent the doors being opened from the other side.
2. The Business Manager or a member of SLT or the DSL team are responsible for contacting the emergency services, if necessary.
3. Class teachers and staff are responsible for closing and locking external doors and windows in their area, and ensuring blinds are lowered.
4. Teaching assistants in each class to close internal doors and lock them where possible.
5. Kitchen manager to ensure external kitchen doors and windows are locked.
6. Headteacher (Miss Glassbrook), Deputy Headteacher (Jenna Pinder) and Office Manager (Grace Scott) responsible for confirming the 'all clear.'

Communication with parents and carers

The headteacher will notify all parents and carers as soon as it is possible via the school's established communication network (Class Dojo).

The message will read:

'The school is in a full lockdown procedure. During this period, the telephones and entrances will not be staffed and all external doors and gates are locked. Nobody is allowed in or out of the school building during this time.'

Depending on the type and severity of the incident, parents and carers may be asked not to collect their children from school, as it may put them and their child at risk.

Pupils will not be released to their parents and carers during lockdown procedures.

Parents and carers will be asked not to contact the school as this may tie up emergency lines.

If the end of the school day is extended due to lockdown procedures, parents and carers will be notified and will receive information about the time and place pupils can be collected from school staff or emergency services.

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

Full site evacuations

If the school requires full evacuation, staff and pupils from St Andrew's C of E Infant school will leave the site promptly and walk to Leyland Leisure Centre where they will be held until either returning to the school site or be dismissed to parents and carers.

Lockdown drills

Lockdown practices will take place at least once a year to ensure everybody knows exactly what to do in such a situation. This will be done gradually and age appropriately.

Monitoring of practices will take place and staff will be debriefed for positive reinforcement or to identify required improvements.

Implementation of Policy and Procedures

The implementation of this emergency plan is the responsibility of all staff.

Review

This policy and procedure will be reviewed annually as part of the Emergency Fire and Evacuation Plan and Health and Safety Policy.

To be reviewed October 2025.

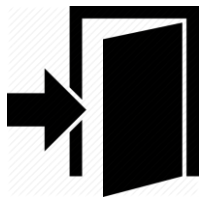




LOCKDOWN PROCEDURE

SIGNALS

Signal for lockdown	Air horn sounds throughout school
Signal for all-clear	A member of SLT will come into each classroom and confirm by saying 'All Clear.'

On hearing the above signal for a school lockdown, take the following actions:

ACTIONS

	C – Close all windows and doors. Block any access points into the classroom by moving furniture in front of doors, and use the door wedges.
	L – Lock up. Draw all curtains and blinds and switch off lights.
	O – Out of sight and minimise movement. Sit on the floor, against a wall or if possible, under tables.
	S – Stay silent and avoid drawing attention. Keep pupils calm by offering constant reassurance
	E – Endure; be aware that you may be in lockdown for some time. DO NOT leave the classroom to find out what is happening. Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by emergency services. Once the lockdown procedure is over, or during the procedure, notify a member of SLT or a DSL if any children are missing.