

Swinemoor Primary school

Lockdown Policy & Procedures

This policy should be read with the following documents -:

- School Emergency Response Plan

Swinemoor Primary School recognises the potential serious risks to pupils, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property.

Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations: -

- In the event that unauthorised person (s) considered dangerous, are on the school grounds
- In instances including domestic breakdowns where estranged parties are attempting to abduct children
- In instances where personnel, pupils, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the school where there is a potential risk from spills or poisonous fumes due to a nearby fire or chemical release creating local air pollution.

A lockdown will be initiated by a recognisable signal of 1 long ring of the school bell – this is clearly distinguishable from the fire alarm.

Practices and Procedures

Follow the **CLOSE** Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure. Be aware that you may be in Lockdown for some time

The following steps provide guidelines for staff and visitors in an emergency situation:

1. On hearing the lockdown signal the administrative staff will call for assistance - 999
2. Once the alarm is activated, immediately advise neighboring agencies of the emergency situation including details of what is happening, where and who is involved
3. Staff will lock any doors and draw blinds on all windows
4. One continuous ring of the school bell will signal lockdown procedures are to take effect immediately

In the setting:

Upon hearing the lockdown signal the following steps will be taken: -

1. Staff to secure all windows and doors and close all blinds
2. Instruct children to sit on the floor
3. If anyone is outside call them in
4. Do a head count and register immediately
5. Supervise, ensuring everyone is out of sight and are sitting quietly
6. No one should be allowed out of the room during a lockdown procedure.
7. Remain in lockdown until the all clear has been given (single short repeated rings of the school bell).

September 2023