



Inkpen Primary School

Insert Name of School	Inkpen Primary School
Document	WBC School Lock Down Policy

Document Control

Document Name	WBCS_HSP05
Written By:	Health and Safety Team
Date:	August 2022
Version:	1.0
Review:	Annual
Last Reviewed:	

Headteacher:
Signature 

Print name FRANCES BUCK

Chair of Governors:
Signature 

Print name EMMA WORDSWORTH

This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations. Examples of when it might be used include when there is a serious threat from an intruder on the school premises or within the vicinity of the school or when there are severe weather conditions.

It could also be used if the intruder is within the school building, however you would need to consider whether it was safer to keep pupils within their classroom or to evacuate and disperse.

Procedures

The school signal will be activation of the **intruder alarm** to ensure difference of the fire alarm noise. You should practice this procedure in the same way you practice fire drills.

- Signal lockdown using designated procedure.
- Check the halls and get all pupils and staff into the closed classroom or safe areas.
- Red Kites keep all pupils in your classroom until given the all clear.
- Muntjacs, Pheasants and Inkspots to move to the hall.
- Consider locking your doors if possible, shut windows and blinds. Turn off lights if possible. DO NOT go searching for the day light harvest lighting remote.
- Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- Try and keep pupils engaged in a quiet activity or game. Do not allow anyone out of the classroom during a lockdown procedure in any circumstances.
- Teacher should remain with their pupils at all times.
- If the teacher is out of class at the time of the incident then they should attempt to go back to the classroom IF SAFE to do so. However, if this is too risky or dangerous then they must try and make contact the children as soon as possible.
- Headteacher, office staff and other non-teaching staff who can be safely assembled, should form a School Emergency Response Team.
- Follow the critical incident flow chart which can be found in the WB Critical Incidents file in the Administration Cupboard and a copy is kept in the Grab Bag.
- Parents should be strongly encouraged not to pick up their children during a lock down procedure. If necessary and safe to do so encourage parents who arrive at school to shelter in the school building.

If the children are outside, teachers/supervisors should, depending on the situation, either move them to the nearest hall or building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover.

Inkspots pre-school are to alert the reception staff over the phone or inform the closest member of staff if they wish to raise the alarm.

Staff from Inkspots to inform Pheasants Class teacher/TA.

Emergency

Your school must assemble an emergency kit.

It is recommended that the contents of the kit include:

- A bag/vests for School Emergency Response Team.
- Whistle.
- A copy of your school Emergency Plan., which includes emergency contact numbers.
- Site plans of your school.
- Torch
- Batteries

You should add to this:

- First aid kit and sun cream Emergency contacts and medical details for all student and staff (these should be updated regularly).
- You should consider the medical requirements of pupils, if they need to be evacuated, or there is a lockdown: for example, where are medicines kept? What will happen if medicines are inaccessible? But – the safety of pupils and staff is most important, do not go into any part of the building unless safe to do so. Please refer to the DCSF Managing Medicines in Schools and Early Years Settings Policy.
- Mobile phones: If you have these, they do not need to be stored in the bag but should be evacuated with the bag if possible.

Buddy Schools or Safe Havens

For cases of major emergencies where the school needs to be closed or evacuated and it is not safe or practical to remain on the school site, it is suggested that schools' pair up with a buddy establishment or safe house. Pupils can be removed to this safe house either prior to parents collecting them or in cases where parents cannot collect pupils until the end of the school day.

Name of buddy school/safe house: Inkpen Recreational Grounds

Directions from my school to safe house: Turn right out of the main gate then right again onto Robins Hill. Follow Robins Hill until the footpath by Brackens Close then continue along the footpath until you reach the rec.

NB: Buddy establishments might be other schools in the vicinity, church, village hall, youth centre, day centre – BUT they will all depend on suitability and safety of the venue, as well as the facilities available. Think this through, make the contacts and include in your school emergency plan. Investigate the possibility of getting your own key. Insert it in school information that you give to all parents e.g. the school calendar, or home/school agreement.

Records of Staff, Pupils and Visitors

Ensure that these are updated regularly (termly) so that you aware who, at any time is on the school site.

Monitoring and Evaluation

Following each recorded Lock Down practice, actions and events will be monitored and evaluated. Procedures may be amended as appropriate.

N.B. see below for the Department for Education Lockdown Template:



Department
for Education

Lockdown Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	Intruder alarm activated
Signal for stand down / all-clear	Verbal confirmation

Incident Control Officer's & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Frances Buck	07787 535101
Responsible Persons	Shelley Boulton	07818 044823
	Ruth Lambert	07484 261628

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools and cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Mobile phones
Instant messaging / email
Other

Alternative place of safety in the event that it is considered necessary to leave site.	
Name of venue	Inkpen Recreational Ground
Type of venue	Recreational Ground
Contact name	Gloria Keene
Contact telephone number	07704 718475
<p>Inkpen Recreational Ground is walking distance from the school. Right out of the school and right again up Robins Hill. Follow Robins Hill until the public footpath at the end, then continue straight along this footpath until the rec.</p> <p>The clubhouse is secure and provides all facilities that may be required. The key is kept in the key safe in reception.</p>	

Other useful contacts can be found in the Grab Bag.

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	