



*A school where every child can* 

# Kirk Langley CE Primary School

## LOCK DOWN POLICY

Version History	
Date	Detail
March 2018	Agreed by staff Approved by Governors
Reviewed Autumn 2020	Agreed by Staff Approved by Governors
Reviewed Autumn 2022	Agreed by Staff. Approved by Governors
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Review	

Autumn 2024	
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Kirk Langley is a Church of England Primary School and our family believe that ‘Every Child Can Shine.’ Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

*Daniel 12:3*

*'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'*

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

**Within a Christian ethos we aim to:**

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
- Respect the belief of others and celebrate cultural diversity.
- Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a ‘living’ curriculum.
- Value each child as an individual within the school and respect personal beliefs.

**Lock Down Policy and Procedures**

**Rationale:**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious security risks of the premises due to, for example, near-by chemical spillage; proximity of dangerous dogs; serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

### **NaCTSO (National Counter Terrorism Security Office)**

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

#### **Bomb threats: Procedures 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 not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

### **Notification of Lockdown**

Staff will be notified lock down procedures are to immediately take place on hearing the shrill sound from the ‘whistle’ that each staff member wears on a key chain. This shrill panic alarm will be heard by the staff nearest to where it has been activated and passed on throughout the school buildings and grounds.

This signal will indicate ‘lock’ down whether in the school, playground or the playing field.

Staff activate their device and this cascade of sound will ensure that in all areas of the school, and grounds, it will be heard.

#### **Procedures:**

1. This panic alarm will activate a process of children being ushered into the school building if on the playground/school field as quickly as possible and the locking of the school’s offices, fob connecting doors and all outside doors where it is possible to remain safe.
2. Children and staff will remain in their Classroom Staff will ensure the windows and doors are locked and screened so that children are positioned away from possible sightlines from external windows/doors. Children will shelter under desks
- 3 .Lights, Smart boards and computer monitors to be turned off. Blinds will be pulled immediately. Doors will be locked.

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

4. Staff to support children in keeping calm and **silent**.

5. Staff to remain in lockdown positions until informed by key staff e.g. Outside services; Senior Management Team; Chair of Governors, that there is an all clear.

#### **Staff Roles:**

1. Front office staff ensure that their office(s) are locked and police called if necessary.

2. Ensure the locked, front gate, is released to enable services etc; to enter outdoor areas.
- 3 . Individual teachers/TAs lock/close classroom door(s )windows and pull down blinds.
4. Nearest adult to lock Class 2 corridor door and Class 3 internal doors.
5. Tables to be placed against all points of visible areas.

## INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

### Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/ Teacher to Parent phone message.
- Depending on the type and severity of the incident, parents 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 parents during a lock down.
- Parents 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 will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these **very rare** circumstances.

### Lockdown drills:

Lock down practise will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation.

Monitoring will take place and fed back to staff and pupils to ensure effective systems are in place.

To alleviate unnecessary anxiety in these situations the school will alert parents/carers to the forthcoming drill.

### Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy