



**Crawford Village**  
Primary School & Nursery

*Small enough to care...big enough to inspire*

## *Lock Down Policy*

## Lock Down Policy

Full Lockdown and Partial Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)

The school's lockdown signal is three successive blows on a whistle.

Signal for the all-clear:

Verbal response from the designated persons: Headteacher; Bursar

### **Full Lockdown:**

- Pupils remain in their classrooms.
- Pupils outside return to classroom
- Office staff to go to C1
- Staff in the staff room to go to C1
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their pupils.

Entrance points should be secured e.g. doors and windows

- Gates and car park gates are secured.
- External doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows closed.

#### Communication:

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.

#### Notes

- If someone is taken hostage then the school should seek to evacuate the rest of the site.
- All should move to Crawford Village Hall for safety if possible.

#### Communication between parents and the school:

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by text, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown, any incident or development will be communicated to parents as soon as is practicable;  
'Crawford Village Primary School is in a full lockdown situation. During this period the phones, office and entrances will be un-manned, external doors locked. Please wait for further instructions and information.'
- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked not come to the school. This could interfere with emergency providers' access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' signal has been given.

#### Emergency Services

- It is important to keep lines of communication open with outside agencies and the Emergency Services as they are best placed to offer advice as a situation unfolds.
- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown;
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.
- Depending on their age, pupils should also be aware of the plan. Regular practices, similar to Fire Evacuation Practices, will increase their familiarity.

***Policy written by: Debra Eaton, June 2018***

***Reviewed:***

***Next review: June 2020***