



Heronswood Primary School and Pre-School

Lock Down Policy

Policy Statement

At Heronswood Primary we believe that the safety of pupils and staff in our school is paramount and we take every precaution to ensure the safety of all. We believe that the school needs to be secured in an appropriate manner when dealing with a perceived or actual threat to the school community.

Rationale

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 lock-down of the school will be implemented anytime pupils need to be contained and protected inside school buildings, for example;

- A near-by chemical spillage, which could put pupils and staff at risk of toxic inhalation if allowed outside
- The proximity of a dangerous dog on the school site
- Attempted access of unauthorised persons on the school site
- Risk of serious weather conditions

In all these cases the school will follow the lock-down procedures to prevent putting pupils and staff in danger, separating them from the risk. The lock-down procedures should also help to prevent confusion, and to make it easier for staff to account for all pupils.

Procedures

If a perceived risk is identified the following steps will be followed.

- Lock down bell will sound; 3 individual rings on the school electric bell
- The police will be notified of perceived risk - 999
- Staff and pupils will return to building if outside – nearest room/classroom
- Staff and pupils will return/remain in classrooms – head counts will be done – if any children are missing SLT/Office staff need to be notified – mobile phones can be used or Linx Message
- Staff to check all windows are closed and locked and if appropriate blinds are closed and lights are turned off
- Staff to check all external doors are closed and locked
- Where possible children should be positioned away from possible sightlines from external windows/doors
- Where specific children are at risk they will be moved to the SLT office by 2 adults. Blinds will be shut, lights turned off and door locked; key in top drawer of desk
- If lock-down is ongoing at the end of the school day a text message will be sent to parents to inform them of the delay
- Staff and pupils are to remain in lock-down positions until a single bell is sounded or they have been informed by SLT/Office staff

At all times staff must appear calm and in control to ensure children do not become alarmed. Staff need to remain vigilant and follow the lock-down procedures to ensure that the children in their care are kept safe. Staff must remain with their children and not move around the school building until the all clear is given.

Policy Reviewed – September 2016

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