



## **William Penn Lockdown Policy**

As part of our Emergency Planning procedures, the school has a Lockdown Policy.

On very rare occasions, it may be necessary to seal off the school so that entrance is restricted or prevented. 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 are serious security risks at the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

### **Notification of Lockdown**

Lockdown will be initiated by short bursts of a whistle (in key positions in school) and via the telephone to/from Key Stage 2 giving the instruction 'Attention Lockdown'.

### **Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the grounds as quickly as possible and the locking of the main school offices and all external doors with blinds lowered where it is possible to remain safe.
2. At the given signal, the children will remain in the room they are in and the staff will ensure that the windows and doors are closed/locked and blinds drawn where possible. Children should be positioned away from possible sightlines from external windows/doors. Lights, interactive white boards and computer monitors will be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher, for example children using toilets when the siren goes. If a class is in the hall, they will remain there or return to their classroom if it is in the main building.
4. If practicable, staff should notify the office by phone that they have entered lockdown and notify if any children are not accounted for (or are additional to the class).
5. No-one should move around the school unless absolutely necessary.
6. Staff should support children in keeping calm and keeping quiet.
7. Staff should remain in lockdown positions until informed by key staff (Headteacher, DHT, Chair of Governors or office staff) in person that there is an all clear.
8. As soon as possible after the lockdown, teachers will register their classes and notify the office immediately if any of the pupils is not accounted for.

### **Staff Roles**

1. Front office staff/headteacher to ensure that the front door, rear hall door, Group Room and rear staffroom doors are locked and that the police are called if necessary.

2. Class teachers/Teaching assistants to close and lock external doors/windows and blinds if safe to do so.

### **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.
- 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 lockdown.
- 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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident. This letter will detail the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown Drills**

Lockdown practices will take place a minimum of once a year to ensure that everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so that improvements can be made.

Signed:

Date: 09.02.2022

Next Review: Summer 2025