

# Pilgrims' Cross CE Aided Primary School



## Lock Down Policy and Procedure

Reviewed by	Headteacher and Governing Body	Authorised by	FGB
Last review	November 2023	Review Cycle	Bi-annually

## Lockdown Policy

Whilst events that require a 'lockdown' incident are rare, Pilgrims' Cross CE (A) Primary School takes the Health, Safety and Welfare of its staff, pupils and visitors seriously and believes that such contingency plans should be in place.

The Headteacher shall ensure that written arrangements are in place and communicated effectively to all staff that detail the actions to be taken where it becomes necessary of all users of the whole school to 'shelter in place' within the whole school site.

The Headteacher (other most senior person on site in their absence) shall be responsible for holding drills with staff and/or children to ensure that correct procedure is known and implemented. It may not be practical to test all aspects of the arrangements with children.

When relevant, the Administration Officer (or Admin Assistant in their absence) will contact the Police and Hampshire County Council with details and await further information/support.

The details of the arrangements ('The Lockdown Procedure') will be presented to the Governing Body and reviewed whenever the Headteacher believes it necessary for them to be revised, but in all cases at least as regularly as this policy is reviewed.

## Lockdown Procedure

Whistles are located in the Reception Office. Each staff member will have a whistle attached to their lanyard.

1. Need for LOCKDOWN, signalled by a repeated whistle sounded, lasting 10 seconds (and then repeated if necessary). When heard by other staff, they will replicate and will blow their whistle using the same pattern, passing on the message across the school. Blow the whistle in the corridor if safe to do so.

Initial LOCKDOWN WHISTLE BLOWER to find radio and inform the office of '**LOCKDOWN**' and location of person seen – no other details over the radio.

Reasons would include – unknown visitor / intruder / smoke from external source / violent parent etc.

2. The principle here is for everyone to gather inside locked external and internal doors.
  - If possible staff and pupils in corridors or toilets should join their usual classroom by the most direct route possible through the school.
  - If possible blinds should be closed and lights turned off and Interactive Whiteboard on no show.
  - Staff should keep children quiet during a lockdown procedure by quietly and calmly reading the children a story etc.
  - Classes using the playground or field should return inside to their usual classroom, those in class will look to see if anyone is outside and whistle as described above.
  - If outside and need to initiate lockdown procedure take children away from the danger and enter the school, on entry blow the whistle as described above.
  - Staff and pupils in the Hall should move to music room side of the hall by the musical instruments.
  - Staff and pupils in the Grove stay in the room and carry on in silence.
3. In these exceptional circumstances staff **should not** immediately evacuate if the fire alarm sounds, instead be ready to do so if smoke is seen.
4. Once the procedure has been initiated, each class will complete a register and communicate via walkie-talkie or email to the Headteacher all children present and/or children who are missing.
5. The end of a LOCKDOWN PROCEDURE is signalled by personal communication by a member of SLT.
6. The Headteacher is responsible for agreeing how the cause of the incident should be communicated immediately following its end to all staff, parents, the chair of governors and Hampshire County Council.
7. The admin team will send an email to the parents explaining the incident.
8. The procedure will be reviewed by SLT and updated if necessary, after each occurrence.