



## Lockdown Policy

June 2024

### School Ethos Statement

At Gascoigne we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability, or special educational needs and ability. The school will actively promote equality and foster positive attitudes and commitment to an education for equality.

### Gascoigne's Promise

- All children will receive high quality and innovative teaching that supports and challenges them to achieve their best. They are taught the importance of perseverance to become lifelong learners.
- Provide a safe and welcoming environment which enables children, parents, staff, governors and visitors from all backgrounds, faiths, cultures and beliefs to feel like they belong, are valued and are accepted.
- Develop children's responsibility to be good citizens and their confidence to speak up and be heard.
- Adults and children have high expectations of themselves and ambition for their futures. They are equipped to be effective in which ever path they take in their education, work, and relationships.

### 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 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 is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

### Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing "This is an emergency announcement, return to your classroom immediately and lock down"

### Procedures

- Office staff are to make sure the front entrance door is locked, sound the alarm and then lock down themselves.
- Staff will ensure other external doors are locked where possible within their areas.
- Headteacher or member of SLT will contact the police.
- The signal of the lockdown announcement will activate a process of children being ushered in to the school building if on the playground as quickly as possible.
- Children and staff will remain locked down in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Wherever possible staff should lockdown in the same manner as the children.
- Teachers will make every effort to ensure that pupils are locked down together with the class. Children or staff not in class for any reason will hide in the nearest place available.

### Go In, Stay In, Tune In - Practices and Procedure

Follow the **CLOSE** Procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. (be aware that you may be in Lockdown for some time)

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.**

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by senior members of staff or emergency services that there is an all clear.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles**

- Office staff ensure that the front entrance door is locked,
- Headteacher or a member of SLT will call the police if necessary.
- School Business Manager or ICT Technician will return to rooms and initiate a lockdown of the access control system.
- All staff should remain vigilant and report any suspicious activity or serious incidents.
- Staff or children in the hall taken to the nearest safe space.

## **STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN**

### **Communication with Parents**

- If necessary parents will be notified as soon as it is practical to do so via Weduc.
- 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 lockdown.
- 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 office staff or emergency services.

### **Lock down drills**

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

**To be reviewed: June 2025**

## Appendix 1

### Information for Staff and Children when Practicing Lockdown Drill

Gascoigne Primary recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property. Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on school grounds.
- In Instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, pupils, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

**This list is not exhaustive and there may be other situations where a Lockdown is needed.**

A lockdown will be initiated by a recognisable signal from the school's warning siren will sound to indicate this is a lockdown. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them and know what to do

The tannoy message is: ***"This is an emergency announcement, return to your classroom immediately, and lockdown."*** Please play the Lockdown message attached to this email to the children so they are familiar with it.

Then please follow this advice:

#### **Go In, Stay In, Tune In - Practices and Procedure**

Follow the **CLOSE** Procedure.

**C**lose all windows and doors.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. (be aware that you may be in Lockdown for some time)

The following steps provide guidelines for staff, pupils and visitors in an emergency situation:

1. On hearing the lock down signal the Head/member of SLT will call for assistance using 999.
2. Office staff will lock the front entrance and external doors to the school to secure the perimeter.
3. When the school's warning siren sounds, the lockdown procedures should take effect immediately.

#### **In the setting:**

1. Staff to guide all children into their classrooms or the nearest safe area.
2. Staff to secure all windows and doors, with locks or furniture as needed.

3. Instruct children to move into the furthest part of the room and keep them calm. If anyone is outside, call them in.
4. Supervise, ensuring everyone remains out of sight and are sitting quietly.
5. No one should be allowed out of the room or safe area during a lockdown procedure.
6. Remain in lockdown until the all-clear has been given by the emergency services or the member of SLT.