



# Chantlers

## Primary School

A World of Possibilities

### Chantlers Primary School Lockdown Policy

**Approved by:** P Barlow **Date:** September 2024

**Last reviewed:** September 2024

**Next review due by:** September 2025

The lockdown policy and procedures have been developed to use when responding to an external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

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

- A reported incident or civil disturbance close to the school
- An intruder on the school site
- A major fire in the vicinity of the school
- A warning is being received regarding a risk locally, of air pollution (smoke, gas etc)
- The proximity of a dangerous animal roaming loose

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A full lockdown would mean:

- all staff and children would be inside the building
- external activities would cease and staff and pupils would return to the classrooms/resource areas/hall, whichever is most appropriate
- external doors, windows and all lockable doors would be secured
- emergency services would be fully involved
- children and parents would be fully aware of the situation

Before the lockdown procedure is implemented, the school would take advice from external emergency services.

## **Lockdown Procedure**

1. SLT would decide whether to initiate a lockdown situation. Office staff would activate lockdown and alert staff by using the lockdown function on the telephone system. The alarm will be silenced after 30 seconds.
2. Staff outside of the school building will be alerted by the school office by two-way radio and pupils brought inside as soon as possible unless this endangers them or others e.g. Forest School. If necessary, they should exit school premises via the back gate leading to Dow Lane Park where they are to remain until further notice.
3. Staff are to ensure all pupils in school remain in their classrooms, ensure the classroom doors are locked (if possible) and blinds closed. Ensure pupils are out of sight, sitting on the floor and under tables.
4. Office staff (10.00am – 2.00pm) or the Caretaker (7.00am – 10.00am/2.00pm – 5.30pm) would ensure the external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked) e.g. Hall, rear external door
5. Once in lockdown mode, staff should take a register and notify the office immediately of any pupils not accounted for and instigate an immediate search for anyone missing, (if reasonably possible).
6. Staff should provide continuous reassurance to pupils and encourage them to keep calm and sit quietly until told it is safe to remove the full lockdown

7. As appropriate, SLT will establish communication with the Emergency Services as soon as possible and notify Bury Council via mobile phone:  
School's Emergency Phone Number: 0161 253 6606  
Paul Cooke: 0161 253 5674  
Rachel Stirk: 0161 253 5685
8. Parents will be notified as soon as it is practicable to do so via text messaging
9. Pupils will not be released to parents during a lockdown
10. Staff and pupils will remain in lockdown until it has been lifted by a member of SLT or the emergency services. The 'All Clear' signal will be the same sound as the alert. If it is necessary to evacuate the building, the fire alarm will be sounded

## **Communication between parents and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be shared via the school website.

In the event of a lockdown, any incident or development will be communicated to parents as soon as is practicable by ParentHub. They will be given enough information about the situation and what will happen, so they are reassured that the school understands their concerns and that it is doing everything possible to ensure children's and staff's safety.

Parents should not:

- contact the school during a lockdown, so staff are free to deal with emergency services and other council senior management support and phone lines are not tied up
- come to school site until the emergency is declared closed, as their presence may interfere with emergency services work and may even put themselves and others in danger

Parents should wait until school contact them about when it is safe to collect their children and where from.

In the event of a prolonged lockdown or a more severe scenario, The Council Press Office may be contacted to assist in the dissemination of information to parents and the media.

## **Emergency Services**

- Lines of communication will be kept open with Emergency Services as they are best placed to offer advice as the situation unfolds.
- The school site may or may not be cordoned off by Emergency Services depending on the risk or threat posed by the incident that has triggered the lockdown.
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

## **Training and Exercise**

Situations requiring a school lockdown to be activated are rare. Similar to fire safety, fires in school are not expected to occur but must be prepared to react expeditiously and effectively should the fire alarm sound; as for fire safety, staff and pupils must be familiar and confident with the actions required during lockdown procedure activation.

To ensure the required level of confidence and familiarity with the school's lockdown arrangements, the following actions will be taken:

- a lockdown drill will be undertaken at least once a year
- all internal lockable doors will be identified, locking mechanisms tested and keys made available
- communication systems will be tested