

*Brynhafren
C.P. School*

*Lock Down Policy
and Procedures*

Adopted:

Signed.....Headteacher

Signed.....Chair of Governors

At times the school will need to respond to an external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Any procedures should aim to minimise the disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some examples might be:

- A reported incident/civil disturbance in the local community (with a potential to pose a risk to staff and pupils in the school)
- A police incident involving parents/carers of pupils in the school
- A warning from local emergency services regarding a fire/pollution in the vicinity of the school
- The possibility of a dangerous dog on the loose in the vicinity of the school
- A terrorist threat within the local area

The following procedure to be followed by all staff:

Warning/notification of potential threat to safety received in school by police/neighbouring school/fire officer/children's services

Communication

- Headteacher/assistant headteacher to ensure all class bases are informed that we are in a lockdown situation
- Any staff/pupils working in the ICT room, library etc. to return to their own class base
- Any classes using outdoor space to be informed so that they return to their class base
- Any pupils not accounted for should be communicated to the Headteacher/Assistant head using mobile phone from class base

- Communication with emergency services to be made by or under direction of Headteacher/ Assistant head.

Entrance Points

- All external gates to remain locked
- All external doors to be closed
- Windows to be shut

Other notes

- If threat is to particular pupils or staff, they should be moved to the staff room in the centre of school
- If incident is at start or end of day then doors will remain closed and all pupils should leave via the main door as parent/carer arrives for collection
- If lockdown situation means that, for safety of pupils and staff, no one can enter or leave the school site. All children will be kept on site after the end of the school day.

Parents to be informed through e-mail and Whatsap group.

At all times it is important that everyone feels safe and therefore effort will be made to keep everything as normal as possible for our learners.

Staff will not discuss the actual threat with the children.

LOCKDOWN CHECKLIST

Ref	Initial response	Tick / sign
1.	Lockdown alert to be given to all class bases.	
2.	Ensure all pupils are inside the school building. Thrive room contacted.	
3.	Lock and secure entrance points and windows.	
4.	Ensure emergency services have been contacted.	
5.	All pupils/staff to be kept away from windows that can be seen from outside the school site.	
6.	All clear communicated	