



Hallam Fields Junior School  
Lock Down Policy and Procedures

### **Rationale**

All Schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/ damage.

### **Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately on hearing the words 'Lockdown, Lockdown, Lockdown' spoken via the school bell system (microphone in office to activate)

### **Procedures**

Follow the CLOSE procedure:

- Close all windows and doors
  - Lock up
  - Out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. Be aware you may be in lock down for some time.
1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of all outside doors / blinds where it is possible to remain safe.
  2. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure windows and doors are closed / locked and blinds / curtains are closed where possible and children are positioned away from possible sightlines from external windows / doors. Lights, Smartboards and computer monitors to be turned off. Mobile phones are put on silent mode.
  3. Children, adults (e.g. volunteers, visitors etc.) or staff not in the class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
  4. Individual teachers / HLTAs/TAs lock/close classroom door(s) and windows. Year 3 adult to lock external door (slide release on door lock), Year 4 adult to lock external door (slide release on door lock), Headteacher / Office staff to lock back door of main building (key number 13). Classes in Cedar should locate the key for the doors from the key safe and lock both external doors before closing all blinds.
  5. No adult or child to leave the room for any reason whilst in lock down.
  6. Staff on PPA to move to the nearest classroom / office space.
  7. Office staff will ring Kitchen to notify catering staff of Lockdown. Catering staff to make sure the shutter is closed, lock external door and go into large storage cupboard / cook's office space so out of sight.
  8. If practical, staff should notify the front reception by email [enquiries@hallamfields.derbyshire.sch.uk](mailto:enquiries@hallamfields.derbyshire.sch.uk) or via Teams using their class iPad or laptop that they have entered lockdown and identify those children not accounted for and of any extra children and adults who are now in lockdown in their room with them. If staff are unable to email / message they should text the headteacher if possible.

**If the words 'Full Lockdown, Full Lockdown, Full Lockdown' are heard, tables should be pushed together and all should hide under the tables.**

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet
2. Staff to remain in lock down positions until informed by key staff E.G. Senior Management Team or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers to return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

### **Staff Roles:**

Headteacher (or Deputy Headteacher / Business Manager in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.

1. Head or School Business Manager to call police and Local Authority if necessary (LA Phone number 01629 580000)
2. If a class is out of school and due back e.g. at the leisure centre, church or on a trip, office staff will call the class teacher and warn them that school is in lockdown. Advice will be given as to when it is safe to return to school.
3. Individual teachers / HLTAs / TAs lock/close classroom door(s) and windows. Year 3 adult to lock external door (slide release on door lock), Year 4 to lock external door (slide release on door lock), Headteacher / Office staff to lock back door of the main building. Classes in Cedar should locate the key for the doors from the key safe and lock both external doors before closing all blinds.
4. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
5. Do not allow anyone out of the classroom during a lockdown under any circumstances.

### **Communication with parents**

If necessary, parents will be notified as soon as it is practical to do so via text through our Parent Mail communication system and through Seesaw.

Parents will be told:

'..the school is in a full lockdown situation. During this period the phones must not be used and entrances will be unmanned, external doors locked and nobody allowed in or out ...'

Depending on the type and severity of the incident, parents may be asked NOT to collect from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

In the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to engage parents to reinforce with their children the importance of following procedures in the very rare circumstances.

### **Lock down drills**

Children will be made aware of what the signal will sound like and it will be discussed in classes what to do if they were to hear it. This will be shared in whole class Thrive sessions as part of their learning on how we keep each other safe in school and beyond. Practices will take place a minimum of twice a year to ensure everyone knows what to do in such a situation. This document will be reviewed annually with staff at the start of the year and discussed as part of the induction process with all new staff.

**Review**

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: September 2023

Next review date: September 2026