

St. Michael at Bowes Church of England Junior School

LOCKDOWN POLICY & PROCEDURES



**November 2024
1ST EDITION**

Security lockdown procedure

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	07919536954
Deputy headteacher	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Communicate with parents/carers.	07717337282
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager – Reg Hamilton	Make sure all access points are secured.	07792018280

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • High pitched continuous siren • Internal phone systems (check if this is doable) • Word of mouth – ‘lockdown’ 	<ul style="list-style-type: none"> • School bell sounds • Internal phone system

Security lockdown plan

<p>Our safe assembly points</p>	<p>Intruder or unknown issue: Stay in or move to closest room that can be locked from the inside. If in the hall, move to the staffroom.</p> <p>Any child on their own, go to the nearest classroom or office with an adult in there.</p> <p>Pollution alert: Close all windows and keep away from them</p>
<p>Secure entrance and exit points</p>	<p>All external doors close and lock automatically unless held completely open (these must be closed at all times), except the double doors in the hall, which must be locked manually. If safe to do so, a member of SLT/Admin will lock this door (if no class outside)</p>
<p>Bring pupils inside</p>	<p>If outside for PE or lesson, go in through the double hall doors and move to the staffroom. Close the hall doors and lock them behind you</p> <p>Class teachers track children entering the building and check on register that all children are there</p>

<p>Steps to increase protection</p>	<p>If safe to do so:</p> <ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Close windows and cover air vents (if the risk is pollution or a gas cloud)
<p>Internal communication during a lockdown</p>	<p>Use WhatsApp – important messages group.</p> <p>Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
<p>Communication with parents/carers during a lockdown</p>	<p>If communication with parents is needed, use text message service and Dojo.</p> <p>Ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<p>Arrangements for pupils or staff with additional needs</p>	<p>Social stories will be done with any children or staff who may experience undue anxiety around a lockdown situation</p>
<p>Lockdown duration</p>	<p>The school will remain in a state of lockdown until a senior member of staff, local authority or the emergency services confirm that it has been lifted.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>Fire alarm will sound. Children and staff will be escorted from there through the Grenoble Gardens gate to: Wolves Lane</p> <p>Name: St Cuthbert's Church</p> <p>Contact name and number: Mark Jones-Parry / 07951015722</p> <p>Address: 85 Wolves Ln, London N22 5JD</p> <p>Distance from school: 0.4miles / 10-minute walk</p> <p>Capacity: 350/400</p>
<p>Security lockdown drills</p>	<p>A practice drill will take place at the start of each term</p> <p>Parents will be informed about the drill by message on Class Dojo. Pupils will be informed during collective worship</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains if safe to do so		
Turn off the lights, fans and/or mobile air conditioning units if safe to do so		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible and safe to do so, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the 'all clear' has been given, or until you're told to evacuate by the emergency services		