



# HALE CE

PRIMARY SCHOOL

## LOCKDOWN POLICY

*Heart of the Community  
Accepting everyone  
Love of God and neighbour  
Excellence for all*

Signed -----

Date May 2020 in light of Covid 19

Signed -----

Date-----

## HALE CE VC PRIMARY – LOCKDOWN POLICY

### Lockdown Policy

#### Rationale:

Hale CE VC Primary School is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and Staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown. All visitors to the school must first register at the school office to receive a "Visitor's Sticker" which is to be worn and clearly displayed.

#### Aims:

- To provide a safe and secure environment for our students, Staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

#### Implementation:

• The lockdown policy applies when students and Staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be disseminated throughout school. A copy of the policy will be kept in the school office.

#### • Authorised person's role:

If recognising the situation calls for lockdown, the Headteacher/Assistant Heads or other member of staff will send a message to be disseminated throughout the school as per Appendix 1

The Headteacher or other Authorised person will ring the police and contact HBC Emergency & Security Team to alert them as to the nature of the emergency.

Ann McIntyre      0151 511 7332 (Mobile - 07920 284014)

Stephen Rimmer      0151 511 7401 (Mobile - 07767 335876)

The Headteacher or Authorised Person then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Headteacher or Authorised Person when the threat has been averted. When this occurs, the "all clear" is to be sounded.

- In the event of a building lockdown, if safe to do so HT will inform all staff and children will move into the hall, maintaining social distancing where possible. Y2/Y6 will bring school phones into hall if possible. Staff will bring medical kits/inhalers.
- If the hall isn't going to be the place of lockdown, all students and adults move away from windows onto the floor. Students and adults, who are outside but near buildings, are to come into school if possible.
- It is important that external doors remain locked.
- Staff, who are not teaching at the start of a lockdown, should move away from windows, onto the floor and, if safe to do so, move into the central area/hall. Known visitors are recognised by the wearing of a "Visitors sticker".

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- Close the blinds or shutters in the room if safe to do so. Position students on the floor against the wall adjacent to the central corridor or in the most non-visible positions. This procedure must be tailored for the individual rooms being used whilst maintaining social distancing if possible.
- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until "all clear" is announced.
- After the "all clear" is sounded, the Headteacher can authorise the contacting of parents, if appropriate.

### For parents:

On the very rare occasion a lockdown is called, Hale CE VC Primary School will endeavour to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the Lock-down situation requires silence in order not to alert an intruder to the presence of students and Staff in school. If your child's stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child.

Please be assured in the event of a lockdown that the overriding consideration for the school is the safety and well-being of your child and school personnel.

### Intruder procedures:

• All visitors to school must first register at the General Office, receive a "Visitors sticker" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.

From time to time, Staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.

• In such a case, they should use the following procedure, maintaining social distancing:

• When alerted to the presence of an intruder, take another Staff member with you to help deal with them.

• Ask a third Staff member who is not involved to notify the Office.

• Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.

• If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Headteacher to have the police called.

• If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Headteacher, to have the police called immediately.

### Evaluation and Review

This policy will be reviewed as part of the school's four-year review cycle, and at times when our emergency management procedures are under review.

This policy was reviewed in June 2020. It will be reviewed every 3 years or earlier if necessary.

Bomb Threat Coordinator Marianne Mowatt

Deputies Caroline Millington, Yvonne Buckley

The assembly areas with safe evacuation routes are,

1. Playground via external classroom doors
2. Field via external classroom doors

Notify internally,

Yes

No

1. MM and/or Office staff to notify Reception, Y1, Kitchen staff & Key workers
2. YB/TA to notify Y3,4,5,6,
3.
4.

Notify externally,

No

1. MM or Office staff to notify police
2.
3.
4.

Other means of Communications

1.
2.
3.
4.

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## Lockdown Practices

Date & time	Location & notes
22/11/17	Hall. All children and adults went into the hall very quickly and quietly. Most staff remembered inhalers and medical kits. Reception and Y6 remembered phones.