



Maun
INFANT & NURSERY

Lockdown Policy and Procedures

Reach for the stars...

Policy Overview



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Approving Body	ESLT
Signed	

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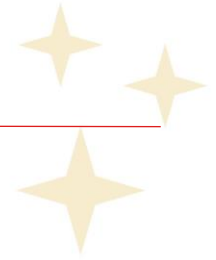
M aun, a safe place where we...

A spire to succeed;

U nderstand & welcome uniqueness;

N uture & challenge.

Rationale



As part of our Health and Safety Policies and Procedures, the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is serious security risk of the premises due to, for example, chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Lockdown Details

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

- A reported incident or disturbance in the local community (with the potential to pose risk to pupils and staff at the school)
- An intruder on the site
- A warning being received regarding the risk of air pollution (i.e. smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog

The purpose of lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. It means that the entrances to the school must be secured in an effort to prevent any threat entering, and staff and pupils must find a suitable place to protect themselves. In the case of a fire or similar emergency, the children and staff are taught how to leave the building quietly and safely. In lockdown, they need to learn the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed, or – in extreme circumstances - to leave if a hostile intruder gains entrance to the building.

There are two levels of lockdown as follows:

1. **Partial Lockdown** – during which, all children are brought inside and indoor school activities carry on as normal. However, windows, entrances and exits to the school are closed and monitored closely. All staff are aware and on alert to be vigilant. Parents would not be aware of the situation in this instance.
2. **Full Lockdown** – during which, all children and staff are brought inside the building. Classroom doors and windows are closed, locked, shielded and barricaded where possible. Emergency services are fully involved. Children and parents would be fully aware of the situation in this instance.

Notification of Lockdown


Staff will be notified that lockdown procedures are to take place immediately, on hearing a horn. Horns are positioned in all classrooms, in the staffroom and the school office, and are also taken outside at playtimes.

	ALARM OR SIGNAL FOR LOCKDOWN	DETAIL
PARTIAL LOCKDOWN	Repeating short, horn sounds (Word of Mouth where needed)	Upon hearing the signal: <ul style="list-style-type: none">teachers and TAs to join in, in order to pass on the alert throughout the main school buildingstaff in Rabbits, Badgers, Admirals and Nursery to ensure the alert is sounded in outdoor areas where appropriate (through an open window rather than door)admin staff to make contact with nursery, in order to notify them of the alert (or vice versa where Lockdown is first initiated in nursery)
FULL LOCKDOWN	A long, continuous horn sound (Word of Mouth where needed)	
SIGNAL FOR ALL CLEAR	All clear given in person by a member of the Senior Leadership Team	

Procedures

1. The horn signal will activate a process of children staying in or being ushered into the school building from the playground as quickly as possible, and the locking of the school's offices and all doors where it is possible to remain safe.
2. At the given signal the children **remain in the room they are in** and the staff will ensure windows and doors are closed/locked/screened where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors are to be turned off if possible. Children requiring specific consideration will be known to staff and support given, which is appropriate to the context.
3. Children or staff not in class for any reason will proceed to the nearest classroom and remain with that class and class teacher e.g. children using toilets when the signal goes or outside doing PE. If a class is away from where their classroom is e.g. doing PE, they are also to go to one of the nearest classrooms.
4. 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 lockdown for some time

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5. If practicable, staff should notify the school office and Headteacher by Teams message or other means that they have entered lockdown, and identify those children not accounted for.
 6. The admin team and/or Headteacher may use phones to communicate with external emergency services.

No person should move about in the school unless moving away from immediate danger

7. Staff are to support children in keeping calm and quiet – considering ability and needs of those in their care.
8. Staff are to remain in lockdown positions until informed by key staff e.g. Headteacher or another Senior Leader, in person, that there is an all clear.
9. As soon as possible after the lockdown, teachers will return to their base classrooms with children to conduct a register and notify the School Office and Headteacher immediately of any pupils not accounted for.

If a hostile intruder is inside the building and it is necessary to evacuate, a Teams notification would be used to signal this

10. In this situation, staff will support children to leave the building through the nearest safe exit. Once outside, they will ask children to scatter and hide in the hedges around the forest and allotment areas. If practicable, staff should notify the school office and Headteacher by Teams message or other means that they have exited the building, confirming their current location and identifying any children not accounted for.

In some situations, it may be necessary to leave the site completely. Where this is the case, staff will walk children to The Forest View Academy where this is deemed a safe option, or The Parkgate Academy in the instance that a location further away from Maun is needed.

This gives an overview of the key procedures in place. In the instance of an emergency however, all school staff are charged with being proactive in assessing risk in order to fulfil their duty to protect children in their care. This will be done professionally and to the very best of their ability, given the context at the time.

Staff Roles and Responsibilities

STAFF MEMBER	ROLES & RESPONSIBILITIES
Admin Staff	<ul style="list-style-type: none">• Lock office door• Phone nursery to notify them of the alert• Phone the police if necessary
Headteacher	<p>In the absence of the Headteacher, this role is to be undertaken by the next senior member of staff</p> <ul style="list-style-type: none">• Lock the school front door and ensure all other doors in the reception area are secured• Screen windows and doors in the reception and hall areas with curtains or blinds• Decide on the type of response needed, coordinate this, follow the plan and record actions taken• Maintain contact with the emergency services

Site Manager	<ul style="list-style-type: none"> • Head to the nearest safe space, locking external doors along the way if possible
Teachers and TAs in classrooms	<ul style="list-style-type: none"> • Bring children to classroom or another place of safety • Secure classroom doors, barricading where necessary and possible • Close windows and shade with curtains/blinds • Position children out of sight and take register • Stay with children
Teachers and TAs outside of classrooms	<ul style="list-style-type: none"> • Head to the nearest classroom to lockdown with that class if possible • Lockdown in other areas of school if needed, securing doors, closing and shading windows, turning off lights and computers etc.
Catering Staff	<ul style="list-style-type: none"> • Lock doors to kitchen • Turn off lights and appliances
Visitors	<ul style="list-style-type: none"> • To be directed by the nearest school staff member • Likely to lockdown with the children and staff in the areas within which they are based

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING
LOCKDOWN**

Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/comms.
- Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked:
 - not to call school as this may tie up emergency lines.
 - not to share any information about a lockdown on social media, other than that shared by the school. This is to avoid sensationalising the incident and the possibility that the sharing of incorrect information, could add to the distress or concern of any families
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about pupil collection from office staff or 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 lockdown, and to encourage parents to reinforce with their children, the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown practices will take place a minimum of once a year to ensure that everyone knows exactly what to do in such a situation. These will complement support materials shared in assemblies, lessons and whole school themed information days. Monitoring of practices will take place and be debriefed to staff so that improvements can be made.

Review

This policy and procedures will be reviewed annually as a part of the school Emergency Procedures. All staff members will be encouraged to support the development of this document.

Appendix A – Key Instructions for Full Lockdown at Maun



To initiate a lockdown a horn alert will sound. If you hear the lockdown signal:

1. If children are outside, guide them to the nearest designated safe classroom or other space.
If that is not possible, they need to disperse, drop and hide. External grounds to the back/sides of the school (forest and allotment areas in particular) have been identified as possible areas to hide.
2. Once inside, secure (lock where possible) external doors and then internal doors.
3. Close all windows and shade with curtains/blinds wherever possible.
4. Place/direct children low against walls, so any intruder looking in cannot see them. It may be appropriate to hide under tables or in cupboards – adults will make these judgements where necessary. If the threat is chemical or toxic everyone should cover nose and mouth.
5. Turn out lights and computers – or any device emitting light/sound.
6. Keep people as quiet as possible.
7. Any persons in the hallways or shared spaces should move to the closest classroom immediately.
8. Support staff should move to the nearest designated safe place if possible, or stay where they are, secure doors and turn out the lights.
9. Stay in safe areas until directed by the emergency services or members of staff, to move or evacuate.
10. If an evacuation occurs, everyone will relocate to either The Forest View Academy, or The Parkgate Academy where further distance from Maun is needed. Where the emergency services are present, they will direct to a safe location.
11. Once evacuated, teachers should take registers to account for all children present. Headteacher and SLT will lead emergency procedures from this point and ensure a review of actions takes place.

Not all eventualities can be prepared for. By simply preparing for and getting into a 'state of mind' for an emergency, we are all improving the chances of staying safe in our school. Staying calm, patient and following instructions are all key to ensuring our safety in these emergency situations.

Appendix B – Lockdown Plan



Step	Initial Response	Check	Time	Signed
1.	Sound alert in main school and nursery building – activate lockdown procedures immediately.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Direct all children and adults to the nearest safe place (this will be dependent on what and where the risk is) • Block access points • Close windows and blinds/curtains • Turn off lights, smart boards and computers • Turn mobile phones and iPads to silent • Hide, sit on the floor, under tables or against the wall • Stay away from windows and doors • Stay as silent as possible • Use Microsoft Teams on iPads to communicate silently with the Headteacher and School Office 	<input type="checkbox"/>		
5.	Ensure that all children and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured children and staff members if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside until the all clear is given, or unless told to evacuate by the emergency services.	<input type="checkbox"/>		