



Fairway
Primary
School

Lock Down Policy

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| Member of staff responsible: | Alison White |
| Date policy written: | March 2025 |
| To be reviewed: | EVERY THREE YEARS |
| Date approved/reviewed by Governing Body: | March 2025 |

DEFINITION

This policy sits within our Health and Safety procedures.

On very rare occasions it may be necessary to seal off the school so it cannot be entered from the outside. This will ensure that all children, 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. This could be caused by things such as:

- a chemical spillage in the near vicinity,
- proximity of dangerous dogs,
- serious weather conditions,
- a reported incident/ civil disturbance in the community
- an attempted access by unauthorised persons intent in causing harm/ damage

NOTIFICATION OF A FULL LOCKDOWN

Staff will be notified that lockdown procedures should be immediately put in place upon hearing a continuous whistle being blown. The Headteacher/ Deputy Headteacher will move along the corridor blowing the whistle continually. The School Business Manager/ Administrator will alert any classes who are on the front field by blowing a whistle continually.

PROCEDURES

The **CLOSE** procedure will be followed:

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| Close all windows | Draw blinds where possible |
| Lock all doors | Locking of ALL doors means locking classroom external and internal doors, office doors connecting doors and all outside doors where it is possible to remain safe. |
| Out of sight and minimise movement | Staff should ensure they have all of their class together by counting heads. Staff should ensure they grab the medical box including inhalers. Children where possible remain in their classroom positioned away from possible sightlines from external windows/ doors. |
| Stay silent and avoid drawing attention | Turn off lights, smart boards and computer monitors. Any mobile phones should be put on silent mode. |
| Endure. Be aware you may be in lock down for some time | Staff to reassure children in keeping calm and silent. |

Any children or staff that are not in their classes for any reason must proceed to their classroom as quickly as possible.

Staff must remain in lock down until informed by the Headteacher/ Deputy Headteacher or School Business Manager.

In the eventuality that the risk is at the rear of the building the staff member noticing this must assess the situation and instigate lockdown procedures if risk is deemed high e.g. an intruder.

Office staff and additional staff should meet in the ICT suite.

STAFF ROLES

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| Headteacher/ Deputy Headteacher | To blow whistle continually to alert staff school is entering into lockdown. Secure fire exit next Year 6 classroom. Turn off any air conditioning units if necessary. If necessary ring emergency services to report incident. |
| School Business Manager | To blow whistle continually to any class outside to alert staff school is entering into lockdown. Secure fire exit in staff room. Get 'Grab Bag' from Store 6. |
| Administrator | To lock front door, close windows and draw blinds in offices. Secure fire exit in hall and close the curtains. |
| Individual Teachers/ Teaching Assistants | Lock classroom doors, close windows, draw blinds. Turn off electronics. |
| Catering staff | If in building, secure doors and come into the hall, lock internal doors. |
| Visitors | Any visitors should stay with the class they are working with and follow the instructions of school staff. |

COMMUNICATION WITH PARENTS/ CARERS

Parents/ Carers will be notified as soon as it is practical to do so via Teachers2Parents.

Parents/ Carers will be told:

'The school is in a full lockdown situation. During this period the phones and entrances will be unmanned, external doors will be locked and no one will be allowed in or out.'

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

Children will not be released to parents/ carers during a lockdown. Parents/ carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/ carers will be notified and will receive information about the time and place children can be picked up from office staff or emergency services.

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