

## Rationale

As part of our safeguarding, health and safety and emergency planning arrangements, Thames View Infants has a Lockdown Policy.

On very rare occasions, it may be necessary to secure the school so that it cannot be entered from the outside. This procedure is known as a **Lockdown**.

A lockdown is implemented to ensure the safety of pupils, staff and visitors when there is a serious risk in the school grounds or in the immediate vicinity of the school. This may include, but is not limited to:

- attempted access by unauthorised persons intent on causing harm or damage
- a dangerous incident or threat in the local area
- a nearby chemical spillage
- dangerous animals in the vicinity
- severe weather conditions

A lockdown requires pupils and staff to **remain inside the building and secure rooms**, rather than evacuate, unless directed otherwise by the emergency services.

This policy operates alongside the School's Safeguarding Policy, Health and Safety Policy, Fire Safety Procedures and Emergency Planning arrangements.

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## Authority to Initiate and End a Lockdown

A lockdown will normally be authorised by the **Headteacher** or, in their absence, a member of the **Senior Leadership Team**. Police advice will be followed at all times where applicable.

The **all clear** will only be given by the Headteacher, a member of the Senior Leadership Team or designated office staff, **in person**.

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## Bomb Threats

### Procedures for Handling Bomb Threats

Most bomb threats are made over the phone and many are hoaxes intended to cause disruption; however, **all bomb threats must be treated seriously** and reported immediately.

On receipt of a bomb threat:

- **Dial 999 immediately** and follow police instructions
- Do not attempt to investigate

- Do not activate evacuation or lockdown unless directed to do so by senior staff or the emergency services, unless there is an immediate and obvious danger

The decision to evacuate or lockdown will be made following police advice wherever possible.

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## Notification of Lockdown

Lockdown procedures will commence upon hearing **five short bursts of the “Bell Ringer”**.

Upon activation:

- The Headteacher (or delegate) will ensure the police are contacted by calling **999**, stating the nature of the emergency and the school name: *Thames View Infants*, IG11 0LG.
- The Site Manager will over-ride the security door system, setting all doors to lock by default.

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## Lockdown Procedures

1. On hearing the signal, children who are outside of class will be ushered into the **nearest classroom** as quickly and calmly as possible. External doors, offices and fob-controlled doors will be auto-locked.
2. Children will remain in the classroom they are in. Staff will:
  - close doors (which will be set to auto lock) and windows where possible
  - close blinds
  - position children away from sightlines
  - switch off lights, smart boards and computer monitors
  - ensure mobile phones are on silent
3. Any children or staff not in a classroom (e.g. toilets) will proceed immediately to the **nearest occupied classroom** and remain there.
4. Staff working with children in the ISP or specialist provision will adapt procedures in line with individual needs and care plans.
  - Within **Daisies**, where safe to do so, children should move to the sensory room with their lead adult.
  - Individual adaptations or exemptions may be agreed with the Inclusion Lead and Headteacher and will be **risk-assessed and reviewed regularly**.

## NO ONE SHOULD MOVE AROUND THE SCHOOL DURING LOCKDOWN

5. Staff will support children to remain calm, quiet and reassured.
6. Staff will remain in lockdown positions until the all clear is given **in person** by the Headteacher, Senior Leadership Team or office staff.
7. The teachers' WhatsApp group may be used **only in an emergency** to communicate urgent needs during lockdown. Phones must remain on silent, and communication should be minimal, non-distracting and text-only.
8. As soon as possible after the all clear, teachers will return to their base classrooms, conduct a roll call and notify the school office immediately of any pupils not accounted for.

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## Staff Roles and Responsibilities

### 1. Office Staff / Senior Leadership Team

- Raise the alarm (five short bursts of the fire bell)
- Close office shutters
- Activate door magnetic locks
- Contact Chestnuts and the Nursery to instigate their lockdown procedures
- Distribute paper registers for roll call (once "all clear")

### 2. Headteacher / Deputy / Assistant Head

- Ensure front doors and entrances are locked
- Liaise with emergency services as required

### 3. Site Manager

- Lock all school gates if not already secured

### 4. Teachers and Support Staff

- Secure classroom doors and windows
- Check nearby internal exit doors if safe to do so

### 5. Staff in the Staffroom

- Lock down in this area

## 6. Catering Staff

- Lock the kitchen side door
- Turn off lights

**No member of staff may sign out or leave the premises during a lockdown without the prior agreement of the Headteacher.**

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## Communication with Parents and Carers

Parents and carers will be notified as soon as it is practical to do so via the School's established communication systems.

Parents and carers will be asked **not to contact the school**, as this may tie up emergency lines.

Depending on the nature of the incident:

- Parents may be asked **not to come to school**
- Pupils will **not** be released to parents/carers during a lockdown

If the end of the school day is affected, parents will be informed of revised arrangements and collection procedures once it is safe to do so.

Following any serious incident, a letter will be sent to parents and carers as soon as possible to explain the context of the lockdown and to reinforce the importance of children following procedures in these rare circumstances.

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## Lockdown Drills

Lockdown practices will take place **at least once per year** to ensure familiarity with procedures.

Drills will be:

- conducted sensitively
- age-appropriate
- calm and reassuring
- without simulating threats

Following each practice, procedures will be reviewed and staff debriefed so that improvements can be made.



# Thames View Infants Lockdown Policy

## Additional Information

[https://assets.publishing.service.gov.uk/media/67ed54d298b3bac1ec299be5/Protective\\_security\\_and\\_preparedness\\_for\\_education\\_settings\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/67ed54d298b3bac1ec299be5/Protective_security_and_preparedness_for_education_settings_guidance.pdf)