

Lockdown policy

The Richmond School, Skegness

Approved by:

Date:

Last reviewed on:

Next review due by:

On very rare occasions, it may be necessary to seal off the school so that it cannot 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 are serious security risks for the premises due to, for example, serious weather conditions, attempted access by unauthorised persons intent on causing harm/damage or the proximity of dangerous dogs.

Staff will be notified that the school is to enter lock down by the sounding of a repeat single tone through the school's fire alarm system.

Procedures

Follow the CLOSE procedure:

- Come together; contact the office about missing children
- Lock all doors and windows and close blinds
- Out of sight, minimising movement
- Stay quiet
- Endure. Be aware the school may be in lockdown for some time

On hearing the signal, all children should be ushered into the school building as quickly as possible.

The school should remain in lockdown until informed by a member of the SLT that all is clear.

Staff Roles

The school office staff are to ensure that the office is locked and the police are called if necessary.

The Site Manager/Assistant Caretaker should ensure that all external entrances are locked.

The Head, Deputy and other non-class-based members of the SLT should meet in the hall then check the whole school for stray children.

Communication With Parents

Parents will be notified as soon as is practical to do so via the school's communication systems.

Parents will be told:

'The school is in a full lockdown situation. All the children are safe. During this period the telephones and entrances will be un-manned, external doors and windows locked and no personnel allowed in or out.'

If the end of the school day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be collected. This will be undertaken by the office staff or emergency services.

Lockdown practices will take place at least once a year. The Head and member of the governing board will monitor the practices and identify required improvements.

This policy will be reviewed annually as part of the school's Health and Safety procedures.

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