



Queen's Park C.E./U.R.C.
Primary School

*Lockdown Policy
and Procedure*

September 2021

To be reviewed November 2022

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

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, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing Operation Queens Park, Operation Queens Park Operation Queens Park (3 times over the tannoy system)

Procedures:

Follow the CLOSE procedure:

Close all windows and doors (including shutters)

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support children in keeping calm and quiet.

Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person or across the tannoy system that there is an all clear.

Staff Roles:

EYFS - teachers to keep children all quiet and calm. Teachers to drop any blinds and lock any doors.

- Lorraine Cafferty to drop all shutters in the canopy
- Jessica Lockett to drop the shutter on the toilets

Year One - teachers to keep all children quiet and calm. Teachers to drop any blinds and lock any doors.

- Olivia Duffy to drop all shutters in the classroom
- Emily Innes to drop all shutters in the classroom

Year Two - teachers to keep all children quiet and calm. Teachers to drop any blinds and lock any doors.

- Wendy Parkinson drop the shutter at the year two entrance
- Joanne Ellison drop the shutter at the end of the corridor at the bottom of the stairs.
- Julie Roberts group - to remain in their room and shut the door to the corridor

Year Three/Year Four - teachers to keep all children quiet and calm. Teachers to drop any blinds and lock any doors.

- Kirsty Thomas to drop the shutter by the ICT Suite
- Kate Latham to drop the shutter on the back entrance
- Elaine Thelwell to drop the shutter at the main entrance
- Carol Taylor's group to move into remain in their space with all doors closed

Year Five/Six - teachers to keep all children quiet and calm. Teachers to drop any blinds and lock any doors.

- Jackie Harrison to drop the shutters at the back entrance
- Sarah Baskett to drop the shutters in the small hall
- Janet Cook to drop the shutters on Reception
- Amber Monsvold to drop the shutters in the library and in Year 6 corridor
- Imogen Jones - Imogen to close all blinds and window and remain in the community room with all doors closed.

Reception

- Jan Campbell/Karen Mather/Gill Ryan to ensure that the lockdown button

is activated, the office is locked and police called if necessary. JMC/GR/KM to contact the following: 1. JB Classroom (223) 2. EYFS (210), 3. kitchen (9 -678441) and the 4. nursery (754932)

- Caretaker (if on-site) to assist at Year two entrance and then to the small hall
- JMC to close all blinds at the front of the school to close shutter at top of management corridor. If any meetings or courses are taking place in the Meeting Room or Community Room JMC to advise occupants to exit these rooms and congregate on the floor in the Management Corridor.
- ML to lock the back of the hall and drop the shutters in the small hall if caretaker off site.

Kitchen

- CB to drop the shutter, lock all windows and doors

If any children are out of a classroom doing intervention, they must enter the nearest classroom.

JK/AH/JB to assume full responsibility for implementing Lockdown Procedures. In the event of JK/AH/JB being off site, SW/ML/JMC to deputise in their absence

If any class/groups are on the playground or field, the adult in charge needs to assess the risk. If they are unable to return to the school building, the adult will lead the children to the incline at the back of the playground out of sight. They will then make their way into the wood area and remain out of sight. If necessary, the adult will lead the children around the perimeter of the field and use the key to evacuate the sight on to Ruskin Drive Complex. All staff to be issued with the key.

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 via text Parents will be told:

'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

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 lock down.

Parents 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 will be notified and will receive information about the time and place pupils can be picked up 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Lock Down Plan

Management and Control	
Nominated person	Responsibility
Headteacher/SBM	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Teachers	Pupil control and safety

Signals	
Signal for lockdown	Operation Queens Park, Operation Queens Park
Signal for all-clear	ALL CLEAR, ALL CLEAR, ALL CLEAR

Lockdown	
Specified assembly points	Classroom, Offices, School Hall
Entrance points	Main School Entrance
Communication arrangements	Telephone System Mobile phones
Notes	

Lock Down Plan				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside.	<input type="checkbox"/>		
2.	Secure all entrance points to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		

4.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors. 	<input type="checkbox"/>		
5.	<p>Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access to the school.</p>	<input type="checkbox"/>		
6.	<p>Check for missing or injured staff members and pupils if it is safe to do so.</p>	<input type="checkbox"/>		
7.	<p>Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.</p>	<input type="checkbox"/>		

LOCKDOWN

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