

Lock Down Policy

Rationale

All schools should consider the need for robust and tested school lock down procedures.

Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 animals, 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 three short blows of a whistle.

Procedures:

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 lock down for some time**

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors/ blinds where it is possible to remain safe.
2. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children, adults (e.g. volunteers, Arch readers etc.) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher when lockdown procedure is engaged.
4. No adult or child to leave the room for any reason whilst in lock down.
5. Staff on PPA to lock down in the staff room.
6. Catering Staff to close the shutter to kitchen and turn off lights.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down until informed by Management that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify Management immediately of any pupils not accounted for.

Staff Roles:

1. Headteacher (or Deputy Headteacher in her absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Thai Director (or Thai member of staff in her absence) calls the police if necessary
3. If a class is out of school a member of Management will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
4. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
5. Do not allow anyone out of the classroom during a lockdown under any circumstances.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via facebook or through our Parent Mail communication system.

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.

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.

Lock down drills

Lock down practices will take place once a to ensure everyone knows exactly what to do in such a situation.