

*At Holme Junior & Infant School,
we empower every individual to be
resilient and independent lifelong learners,
who value and respect their environment,
developing high aspirations
to reach their full potential.*



HOLME JUNIOR & INFANT SCHOOL

Headteacher: Mr. Damien Bond

Lock Down Policy September 2023

Document Status			
Date of Next Review	October 2024	Full Governing Body	
Success Criteria for review completion	All docs read and amended as necessary.	Responsibility	Chair of Governors
Date of Policy Creation	March 2022	Name	James Piggott
Date of Policy Adoption by Governing Body		Signed: (Governor responsible) Signed: (Headteacher)	
October 2023			
Method of Communication (e.g Website, Noticeboard, etc)			
Website, Server, Policy File in Office			

Holme J and I School Lock Down Policy and Procedures

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to implement lockdown procedures to 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. Lockdown procedure will be implemented when there are serious security risks for the premises due to, for example, nearby chemical spillages, proximity of dangerous animals, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised people intent in causing harm/damage. **A copy of the lockdown procedures, school register and dry wipe pen will be kept in a red bag in each classroom which is visible to all staff and visitors.**

Notification of Full Lockdown:

Staff will be notified that lock down procedures are to take place immediately on **hearing x 4 bursts of the air horn.**

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 and the locking of all external doors. All classroom and connecting doors should be closed. All windows should be shut and screened off where possible.
2. Children must 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.

Class1 setting: Children should stand in the upstairs part of the classroom, underneath the stair head.

Class 2 setting: Children would stand in the loft.

3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
4. If practical and safe to do so, staff should notify the main office by phone they have entered lock down and identify any children who are not accounted for.
5. Staff to support children in staying clam. No one should move around the school.
6. The sound of **x 2 air horn blasts** will signal the end of lock down procedures.
7. As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.
8. School office staff member to ensure that the school office is locked and police called if necessary. Ensure school entrance door is locked. Individual teachers/TAs lock/close classroom internal/ external doors and windows.

Communication with parents:

If necessary parents/carers will be notified as a soon as it is is practical to do so via the school's established communication network. Parents will be told: **'The school is in a full lockdown situation. During this period the phone and entrances will be unmanned, external doors locked and nobody 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. Pupils will not be released to parents/carers during a lockdown. Parents will be asked not to call the

school as it 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.

Lockdown drills:

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

The policy and procedures will be reviewed annually as part of the Schools' Health and Safety procedures each academic year.