



# Tanfield Lea Community Primary School Lockdown Policy and Procedures

## 1.0 Rationale

Tanfield Lea Community Primary School, Tanfield Lea, Stanley is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside of the school perimeter. This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

## 2.0 Aims

To provide a safe and secure environment for our students, staff and visitors.

To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

## 3.0 Implementation

**3.1 All staff and visitors:** It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

### 3.2 For parents:

Parents too should know that the school has a lockdown policy, and a copy should be placed on each of the school's websites. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call pupil mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.

Created November 2017 Review Date: November 2018

#### 4.0 Lockdown Procedures

**Partial Lockdown -The following procedures should be followed when the threat is outside of the school main building/perimeter.**

Alert to staff: **'Partial lockdown'** Be direct. DO NOT USE CODES.

Immediate action: Exterior perimeter doors/gates ARE TO BE LOCKED

All outside activity to cease immediately, pupils and staff return to building

All staff and pupils MUST remain inside

Senior staff will conduct an ongoing risk assessment based on advice from the emergency services

Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.

If the fire bell sounds **YOU ARE** to leave the building and go to your designated assembly point

DO NOT leave the School site until you been given the "all clear" by a member of SLT.

**Full Lockdown- The following procedures should be followed when the threat or intruder is inside of the school building/perimeter:**

Alert to staff: **'Full lockdown with intruder'** Be direct. DO NOT USE CODES.

Immediate action:

Exterior doors/gates ARE NOT to be locked.

Classes that are OUTSIDE of the MAIN buildings /enclosed play areas SHOULD NOT re-enter the building-staff should escort children to an alternative safe haven.

Pupils within the building MUST return to classrooms

Classroom doors are locked (where a member of staff with key is present).

Windows to be locked, blinds drawn where possible, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows.)

Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room

Internal bells including the fire alarm bell will be DISABLED

IGNORE any fire alarm activation, as the school will not be evacuated using this method

DO NOT leave the building until you have been given the all clear by a member