



Clover Leys
SPENCER ACADEMY



Chellaston Fields
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Lock Down Procedures



1. Introduction and Aims

At Chellaston Fields / Clover Leys Spencer Academy we aim to provide a safe, caring and friendly environment for all pupils and staff. We believe that all children and adults have the right to feel safe, valued and anxiety-free, and that everyone has a personal and corporate responsibility to ensure this right is honoured.

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 situation 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.

2. Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately via a whistle that is blown continuously for 3 seconds repeatedly with 4 seconds between each sounding of the whistle. On hearing the whistle other staff members may also sound the alarm on their whistle to ensure all staff/parts of school hear. Office manager/principal may need to move through school to ensure everyone hears the whistle. Staff will communicate if required through the use of walkie-talkies or mobile phones.

3. Procedures

Follow the CLOSE procedure for the area you are in:

Close all windows and doors, pull down blinds

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 notification will activate a process of children being ushered into the school building as quickly as possible and the closing of the school's classrooms, offices, connecting doors and all outside doors/shutters where it is possible to remain safe.
- At the given notification the children remain in the room they are in and the staff will ensure the windows and doors are closed and screened where possible with the children positioned away from possible sightlines from external windows/doors. Lights, touchscreen TVs and other computer systems 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.

- If practicable staff should notify the school office that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE THE ALARM HAS BEEN RAISED

- Staff to support children in keeping clam and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team/Office staff in person that there is an all clear.
- As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.
- The central safe area is the library, staff will be instructed to move there by the Principal or fire warden if their classroom is deemed to be unsafe to remain in.

4. Staff Roles

- Lockdown alarm to be sounded by the sounding of the whistle by the Principal/Office Manager/Site Manager/senior member of staff
- Office Manager to ensure that their office is locked and police called if necessary.
- Principal/Office Manager/Site Manager locks the school's front door and entrances.
- Individual teachers/TAs close classroom door(s) and windows. Nearest adult to check exit doors.

5. Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via Class Dojo. Parents will be told:

“Chellaston Fields 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 the 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 lock down and to encourage parents to reinforce with their children the importance of following procedures ion these very rare circumstances

6. 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.

7. Review

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

Lock Down Plan

Management and Control

Nominated Person	Responsibility
Principal	Initial contact with the emergency services. Inform the Trust
Office Manager	Initial contact with emergency services & liaison with parents
Teachers (on a rotating basis)	Pupil Control

Signals	
Signal for lock down	lockdown whistle blown 3secs on 4 secs off 3 secs on
Signal for all-clear	Notification by known member of staff/emergency personnel

Lock Down	
Specified assembly points	As directed in lock down plan
Entrance Points	As directed in lock down plan (5)
Communication Arrangements	<ul style="list-style-type: none"> Walkie-Talkies Mobile Phones
<p>Notes</p> <p>Due to the size of the team the office manager/site manager/Principal /SLT roles may need to be adapted due to whether they are on site or their location in the building at the time the alarm is raised e.g. if the Principal is teaching the office manager or available senior leader may assume the initial responsibilities such as sounding the alarm. In this instance, liaise with the Principal via mobile phone.</p>	

Lock Down Plan

Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside			
2	Secure all entrance points to the school			
3	Dial 999 for each emergency service that the incident requires			
4	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> Block access points. Sit on the floor, under tables or against the wall. Keep out of site and draw blinds to avoid detection. Put mobile phones on silent. Turn walkie-talkie down to minimum volume Turn of lights and computers. Stay away from windows and doors. 			
5	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so.			
7	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.			