

# Greenwood School Lockdown Policy

<b>Date of Policy Issue/Review</b>	June 2025	Review Date: June 2028
<b>Name of Responsible Manager</b>	Stuart Curtis	
<b>Signature of Responsible Manager</b>		

## Rationale:

A lockdown will be implemented if circumstances dictate that the safety of pupils and staff is better ensured if they remain inside the building.

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the main reception office and receive a 'Visitors Pass' which is to be worn and clearly displayed.

## Aims:

- To provide a safe and secure environment for our pupils, staff and resources.
- To establish protocols and procedures to monitor and manage a potentially dangerous situation as effectively as possible given the circumstances being faced.

## Implementation:

This lockdown policy will only apply if a situation arises that requires pupils and staff to be isolated from an identified serious threat to their health and safety. In these circumstances, to evacuate the building would result in an increased risk to health and safety.

Threats to the safety of individuals include: an aggressive or violent intruder on site, a siege or hostage situation, dangerous animals, lightning or severe storm, chemical spillage or major fire within the vicinity of the school or a warning having been received regarding a risk locally due to air pollution, smoke or gas escape making it more dangerous for students and staff to be outside.

A lockdown, if required, will be initiated by the Head of School or if absent, a member of the Senior Leadership Team and this will involve the whole school. The emergency services will be called at this point.

A copy of this policy will be available via the Teachers Drive and will be added to the Induction file for all new staff, in addition to being available on the school website.

### **Lockdown Procedure:**

Staff will be informed via the agreed signal (alarm ringing for one minute) and the **CLOSE** procedure will be followed:

Close all windows and doors

Lock all doors, and stay

Out of sight

Stay still and silent

Endure – you may be in lockdown for some time

On hearing the lockdown signal these steps will be followed:

- Secure all windows and doors, including external doors where possible
- Close all blinds and curtains
- Instruct pupils to sit quietly away from the windows to prevent them from being seen
- Lights and electrical equipment to be turned off, especially white boards and PC monitors
- Mobile phones should be switched off. Ensure that pupils do not use them to send messages or take pictures
- Register pupils immediately
- Ensure everyone remains out of sight and sitting quietly
- No one should be allowed out of the room or safe area during a lockdown procedure
- Staff nearest to the toilets to check that any pupils out of class join the nearest classroom
- If a situation arises at break time staff will encourage pupils to proceed immediately to their next lesson
- Pupils or staff not in a classroom at the time of the lockdown should proceed to the nearest occupied classroom and remain with that class until the all clear
- If a class is outside or in a vulnerable part of the school, staff should lead them to the nearest classroom or alternative room as quickly as possible
- Remain in lockdown until the all clear has been given.

When the emergency services have arrived and the situation has been resolved then the Head of School or member of Senior Leadership Team will give the all clear signal by visiting each classroom.

Once the all clear has been given then parents will be contacted as appropriate.

### **Information to parents:**

The school lockdown policy will be available to parents via the website. If lockdown occurs, parents will be notified as soon as possible afterwards if necessary either via the website or text message.

As a lockdown situation requires silence in order not to alert an intruder to the presence of pupils or staff in a classroom, parents will need to be aware that mobile phones will be switched off and as a result they will not be able to contact their child for the duration of the lockdown. In addition, the school will not be able to be contacted by telephone.

### **Intruder on site procedures:**

Visitors to the school must sign in at Reception and wear the Visitors Pass so it is clearly displayed at all times. Any visitors without a Visitor Pass will be questioned.

Staff may be confronted by someone who does not have a Visitor Pass or have a legitimate reason for being on the school site. In these circumstances the following procedure should be implemented:

- When alerted to the presence of a possible intruder the Reception Office should be informed. The Senior Leadership Team will then be contacted to resolve the situation.
- If a member of staff does not have the opportunity to call Reception then, if possible, send a pupil or adult to the Office to inform them of the potential problem.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Head of School to have the police called.
- If the intruder looks suspicious, potentially violent or may have a weapon then back away slowly, leave the area and as soon as it is safe to do so report the situation to the Reception Office and have the Police called immediately.

### **Lockdown Alarm**

The Lockdown alarm will be demonstrated to staff as a minimum of once per year to ensure that they are aware of the alarm sound. Staff will be reminded of the policy/procedure at the same time.