

East Meon Church of England (Controlled) Primary School

Lockdown Policy and Procedure



Learning inspired by love, hope and courage.

Approved by Full Governors

Date: 20th March 2024

Reviewed by: Catherine Olver (Headteacher)

Next review due by: March 2026

On very rare occasions, it may be necessary to lockdown 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 only implemented when there are serious security risks on the premises, for example:

- A reported incident/civil disturbance in the local community with the potential of risk to staff and/or pupils in the school
- An intruder on the school site with the potential of risk to staff and/or pupils in the school
- A nearby chemical spillage
- A major fire in the vicinity of the school
- Dangerous dogs/animals within close proximity of the school
- Serious weather conditions
- A warning being received regarding a risk locally of air pollution

The lockdown procedure for East Meon Church of England Primary School is:

- Continued ringing of the school bell to give the signal that a lockdown is required.
- Office staff to ensure that the front entrance door is shut and locked.
- Class teachers to ensure that pupils come inside if outside and then shut and lock all external doors and windows.
- HC3S staff to remain in the kitchen.
- Office staff/head teacher to phone the police.
- Children and staff to stay in their classrooms. Ensure blinds are shut where possible. All lights, IWBs and computer monitors to be turned off. Children to position themselves under tables where appropriate and away from windows and doors. Staff to encourage children to stay calm and quiet.
- Class teachers to ensure all their pupils are present using registers/head count. Inform office staff/head teacher of any missing children using mobile phones.
- Office staff/head teacher to carry out a search for missing children if safe to do so.
- Staff to remain in classes in lockdown position until the head teacher/a member of SLT gives them the all clear.
- If necessary, parents will be notified as soon as it is practical to do so via Arbor.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the school field unless instructed differently.
- A letter/email to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

This policy and procedure will be reviewed every 2 years or following any lockdown event.