TRIMLEY ST. MARTIN

Lockdown Policy

Approved by:	Full Governing Body	**Date:**	23.11.24
Last reviewed on:	October 2024		
Next review due by:	Autumn Term 2025		

Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 situations 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.

Plan	
Staff responsibilities	
Headteacher **Assistant Headteacher** **Business Manager**	• Contact emergency services. • Contact Suffolk County Council H & S Department 01473 260208 for further advice and guidance, when information has been provided Headteacher to contact Chair of Governors.
Other staff members	• Teachers and support staff: stay with pupils. • Custodian (if on school site) otherwise Headteacher and Business Manager: ensure all access points are secured.
Signals	
Lockdown signal(s)	• Dedicated 'lockdown' alarm tone (e.g., 5 10-second bursts of school fire alarm). • Public address – parents using parent mail (if deemed necessary, would depend on the events surrounding the lockdown i.e., chemical spillage, bomb threat, terrorist threat, gun or knife threat, virus (COVID19), gas explosion etc.). • Internal message systems - a member of non-essential staff (to be decided by the Headteacher) to go to each area of the school and inform the class teacher (using the word- LOCKDOWN) who will then organise and inform adults within their class i.e., Teaching Assistants, Volunteer Helpers, Young Workers and Outside Agencies such as Occupational Therapists, Speech and Language, Music Tutors, Pastors etc. • Alternatively, if available use pop-up on employee computers, but consideration to be given if lesson is in session, they may not see including PE lessons Assemblies etc. Trimley St Martin Primary School do not recognise partial lockdowns. If a lockdown occurs it will be a full lockdown.

All clear signal	• Internal message systems – a member of non-essential staff (to be decided by the Headteacher) to go to each area of the school and inform the class teacher (using the word- LOCKDOWN) who will then organise and inform adults within their class i.e., Teaching Assistants, Volunteer Helpers, Young Workers and Outside Agencies such as Occupational Therapists, Speech and Language, Music Tutors, Pastors etc.
Evacuation signal	• Fire alarm will continuously sound and a full evacuation to take place meeting initially at the Fire Assembly Point where head count will take place following the Emergency Fire Procedures Policy.
Lockdown	
Assembly points	• The Headteacher will inform staff in advance where they need to evacuate too, but a change in circumstances could occur and the following procedures must be adhered to. • If unsafe to meet at Fire Assembly Point the secondary location is the school playing field. • In the event the school premises need to be evacuate everyone should make their way to Kirton Recreational Ground following the Emergency Fire Procedure Policy. • Constant head counts must occur and check-ins with the Headteacher and Business Manager.
Entrance and exit points	• External and internal egress and entrances to the school be secured or unlocked as quickly as possible, if safe to do so. • Windows and air vents need to close/open as required, if safe to do so.
Bringing pupils inside	• Adults in charge of pupils that are not in the school building i.e. on the playground / field, at the wildlife area, forest area or at the school swimming pool need to ensure that walkie talkies are taken out for communication. • The adult in charge will be informed that the school is going into “Lockdown”. • The adult in charge will bring everyone inside the school via the nearest, safest entrance or via the entrance they are told to use. • An adult should be allocated at the front and rear of the line of people reentering the building and visual checks to be made to ensure no one is left. • All staff members are to wear High Visual Vests when in these areas. • Once everyone is safely in the building the door should be secured and a register taken in the class. Any discrepancies must be reported to the Headteacher /Business Manager immediately using the walkie talkie. Do not exit the building to look for the missing person.

Steps to increase protection from danger	• Lock and screen doors. • Position children away from sightlines from external doors and windows, for example under a desk. • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent or turned off. 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
Internal communication	• Walkie Talkies • Verbal communication • Parentmail (parents/staff) • Internal ICT (TSM Email) • Personal Text Messaging
Communication with parents	• Text Messaging (Parentmail) • Emails (Parentmail) Parents should be asked within the messages not to call the school, as this will tie up lines that would be used to contact the emergency services, and not to come to the school.
Additional notes	• Pupils that have **Individual Support Plan (ISP)** have details written in to cover assistance during the "Lockdown" phase. Members of staff working directly with these pupils must have access or be told what to do during a "Lockdown". • Adults requiring assistance must disclose their needs to the Headteacher or Business Manager on entering the building when signing in. • Staff requiring assistance will be allocated another member of staff to assist them by the Headteacher, any change in an individual's circumstances must disclosed to the Headteacher so arrangements can be made.

Trimley St Martin Primary School

Lockdown Policy Checklist

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
• Ensure staff take action to increase protection from danger: • Lock and screen doors. • Position children away from sightlines from external doors and windows, for example under a desk. • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent or turned off.			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			