

Burghfield St Mary's Primary School

Lockdown Procedure

A lockdown will be implemented when there is a serious security risk to our school, for example near-by chemical spillage, proximity of a dangerous animal, serious weather conditions or attempted access by unauthorised persons intent on causing harm/ damage. A lockdown will be implemented by the Head Teacher, Deputy Head Teacher or Senior Staff on-site.

Notification of lockdown

In the event of needing to lockdown the school to safeguard the pupils and staff the following alert will be given by the office staff:

WHOOPTWHOOPTWHOOPT(internal bell/sounder)

Air horn (for outside)

Procedures

Follow the **CLOSE** procedure:

Close all doors and windows

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lockdown for some time

On hearing the above alert, the following action should be taken immediately:

1. All children, staff and visitors to be ushered into their classroom (school building) as quickly as possible.
2. All external doors and windows to be closed immediately.
 - Reception class staff lock reception class external door.
 - Year 6 class staff lock external door next to year 6 class.
 - Year 3 class staff lock external door next to year 3 class.
 - Year 2 class staff lock external door next to year 2 class.
 - Year 1 class staff lock external door next to year 1 class.
 - Office staff lock office corridor/ playground external door.
3. ALL external doors and windows and blinds to be kept shut until the all clear is given.
4. External doors must not be opened.
5. Lock internal class doors (including corridor doors where possible).
6. Classes must remain in their rooms unless a message is received either by phone from the office or in person by a member of senior staff.
7. Class teachers use emergency registers, kept on back of classroom door. Class teacher **email** the office immediately after taking the register to confirm all class based staff and pupil are present or to notify any missing people.
8. Parents will be informed by the office via our texting service that a lockdown is in place.

Office staff

1. Contact the POLICE immediately. 999
2. Confirmation of pupil and adult numbers to senior member of staff.
3. To phone any group on a school trip and give instructions.
4. Contact all parents via texting service

Parents will be told:

'..the school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out..'

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up.

A letter will go out to parents on the nearest possible day 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 procedures in these very rare circumstances.

5. Contact West Berkshire Schools Emergency Line 01635 519027
(Out of hours 01635 42161)

Lockdown Drills

Lockdown practices will take place termly (and a central record kept) to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed.

All staff have a personal responsibility to ensure the school is kept secure at all times.