



## Lock Down Policy

Headteacher:

Headteacher's Signature:

### Rationale

Whilst events that require a 'lockdown' incident are rare, Portway Junior School takes the Health, Safety and Welfare of its staff, pupils and visitors seriously and believes that such contingency plans should be in place. We are implementing this policy to ensure that in the event that students, staff and visitors are faced with hazards in the school grounds. Students and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds but may also occur in the event of a hazardous situation eg chemical spill.

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. Separate procedures will cover the actions staff should take if and when the school is required to go to lockdown.

### Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

### All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan.

### For Parents:

Parents too should know that the school has a lockdown policy, and a copy should be placed on the school's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of all children and school personnel.

### Drills

The Headteacher (other most senior person on site in their absence) shall be responsible for holding drills with staff and/or children to ensure that correct procedure is known and implemented. It may not be practical to test all aspects of the arrangements with children.

### Review

The policy will be presented to the Governing Body and reviewed every 3 years but will be reviewed by headteacher, and updated if necessary, after each occurrence.