




# Lock Down Policy

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Selwyn Primary

**November 2018**

<b>Signed: Chair of Trustees</b>	
<b>Date:</b>	<b>November 2018</b>
<b>Date of Review:</b>	November 2019

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

## Dynamic lockdown procedures

The following document is to be read alongside the Critical Incident Management plan, Health & safety policy and the Keeping Children safe in Education 2018.

### Introduction

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). Due to the nature of our site full lockdown is not physically achievable- it is currently not possible to lockdown outside areas within the perimeter fence. In this case the aim is to lockdown the buildings on the school site.

### When is it appropriate to initiate lockdown procedures

- an incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

### Achieving dynamic lockdown

In order to achieve lockdown we must identify all access and egress points in on the site. This is more than the doors and gates.

At **Selwyn** the following access and egress points have been identified:

Building	Lockable Access and Egress Points
School Building	<ul style="list-style-type: none"> <li>• Main entrance adjacent to the school office</li> <li>• Ground floor classroom doors (years 2, 1, reception and nursery)</li> <li>• Doors in the Halls</li> <li>• Doors at the base of each staircase</li> </ul>

The following access and egress points have been identified but cannot be locked down quickly:

- The door leading in to the dining hall opposite the pin entry door leading to Cavendish Hall
- Playgrounds, EYFS outdoor area and Nursery outdoor area.
- Door leading to the covered outdoor area in the Nursery

### Letting Staff know

In the event that there is a need for full lockdown procedures to be initiated, the phrase The Robin has flown his nest will be used.

### How to quickly and physically secure access/egress points

On entry to any area that is to be lockdown, it is the adults responsibility to shut all doors behind them and ensure they have sight of all children. Once this has been done, they must ensure all windows are shut and then locked to prevent access. The children must be informed not to open the doors to anyone. Children and adults in the dining hall must, if safe, make their way to the classrooms.

### Staff roles and responsibilities

It is the responsibility of the Headteacher to notify staff if lockdown procedures are to be initiated. In the absence of the Headteacher, a member of the senior leadership must decide whether or not it is necessary to initiate lockdown procedures.

Other members of staff also have responsibilities. These are outlined below:

Staff	responsibilities
All staff	<ul style="list-style-type: none"> <li>• Ensuring all doors are closed</li> <li>• Ensuring all windows are closed</li> <li>• Ensuring children remain in the safe space</li> <li>• To continue to assess the risk and making decision about whether or not the area remains safe</li> <li>• Try to communicate/ call the emergency services to update them and to share the location of the staff and children within the building. Responding to the instructions of senior leaders and the emergency services</li> </ul>
Senior Leaders	<ul style="list-style-type: none"> <li>• Deciding when to lockdown the school and communicating this to members of staff.</li> <li>• Continually assessing a situation and making changes to plans to ensure the safety of children and adults in your care.</li> </ul>
Site Manager	<ul style="list-style-type: none"> <li>• Ensure that evacuation pathways are clear and that site security is maintained.</li> <li>• Complete daily risk assessments of the site in conjunction with the Site Manager.</li> </ul>
Health & Safety Lead	<ul style="list-style-type: none"> <li>• Complete daily risk assessments of the site in conjunction with the Site Manager.</li> </ul>

### Staff Training

Staff receive training on health and safety and regular updates as part of briefings and staff meeting. The critical Incident management plan and the lockdown procedures are reviewed with staff every 6 months and shared as part of the induction of new staff.