**Pear Tree Primary School**

**Incorporating Pips before and After School Club**

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**Lockdown Procedure**

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| **Date agreed** | **September 2022** |
| **Date for Review** | **September 2025**  **(Or sooner if required)** |
| **Policy Agreed by Headteacher** | **Mrs B Edleston**  **Date: September 2022** |
| **Signed on behalf of the Governing Board by:**  **Name:** | **Signature:**  **Date:** |
| **Signed on behalf of the school by:**  **Boo Edleston**  **Headteacher** | **Signature:**  **Date:** |

**Definition**

A lockdown occurs when circumstances dictate that the safety of

pupils and staff is better ensured inside current buildings, with doors and

windows locked and blinds/curtains drawn. Pupils would be moved away from

windows and doors for prime safety. This could occur as a result of a chemical

spill, weapons crisis, or criminal activity.

**Procedure**

***Management of the situation will depend on the circumstances***

***Presented***

• Remain calm

• Move slowly

• Obey instructions

• DO NOT PROVOKE AN INCIDENT

1. The office staff will contact police on 999.

2. The Headteacher (or designated deputy) will quietly inform staff of the situation. If this is not possible and the situation is outside the school then the school playground bell will be rung 5 times in short bursts once.

3. A member of the office team or site management team will visit the before/after school club through the normal hall entrance or through the door from the car park and calmly inform them of the lockdown and reason. School will then also enable invacuation procedures as required for any staff or pupils also in the building.

4. Depending on the circumstances staff will ensure students remain in classrooms with locked doors and windows and blinds pulled down or students will be evacuated in a quiet and orderly manner *away* from the situation to a safe area defined by staff or police. Staff working with pupils outside the classroom will muster the children and return them quickly and calmly to their ‘home’ classroom. (If it is not safe to do this they will go to the nearest safe classroom and close and lock the doors and remain there until they are told it is safe to exit or are told by a member of the SMT or the administration officer that they are to evacuate the building.)

5. The police officer in charge will evaluate the situation and notify the Headteacher when the school is safe and/or if any further action is needed.

6. The Headteacher /Chair of Governors will need to report the incident directly to the Local Authority Health and Safety team.