



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

Lockdown Policy

Approval of the Governing Body

This document is a statement of the aims, principles, and strategies for:

Lockdown Policy

At

Ivington C.E. (VA) Primary and Pre-school.

It was revised during the:

Spring Term 2025

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2028

Or sooner if necessary.



**Linking with our Vision – Reaching together with Love, Joy and Peace
(Galatians 5:22-23)**

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

As part of our Safeguarding and Health & Safety policies and procedures the school has a Lockdown Policy. 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage – see appendix 1.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing the Lockdown Siren – a continuous high-pitched alarm

Procedures

Follow the **CLOSE** procedure

- **C**lose all windows and doors
 - **L**ock up
 - **O**ut of sight & minimise movement
 - **S**tay silent and avoid drawing attention
 - **E**ndure - be aware you may be in lock down for some time
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- Sound Alert – activate lockdown procedures immediately.
 - Office staff will contact the police using a cordless phone.
 - Office staff are to make sure the front entrance door is locked. Headteacher and office staff will ensure other external doors are locked.
 - The signal of the siren, will activate a process of children being ushered in to the school building if on the playground or in an outdoor area as quickly as possible via the nearest door or go straight back to class if in the toilets/open areas etc.
 - Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
 - Saplings, Cherry, Willow and Rowan Class children and staff will remain in their classrooms. Maple and Chestnut Class children and staff will assemble in the school hall. Staff will ensure windows, blinds, roof openings and doors are closed. The children need to be positioned on the floor away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Laptops are to be kept on to access emails. Any mobile phones can be kept on silent. Wherever possible, use silent communication to keep noise to a minimum.
 - The Headteacher/Deputy Headteacher will decide if all children and staff would be safer in the hall or in a particular classroom depending on the emergency situation.
 - Once the police are called the office staff will hand out the registers. A roll call will be taken using the fire registers once in lockdown positions.
 - The Headteacher/Deputy Headteacher and office staff will ensure all outside doors are secure and then base themselves in the corridors by the library.
 - Other staff, visitors etc. should base themselves in the nearest room.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher/ Deputy Headteacher or office staff.

Staff Roles

- School Office Staff ensure that the front entrance door is locked and police called if necessary.
- Headteacher/Deputy Headteacher and office staff to shut and lock any external doors that can be opened from outside. Teachers/TAs lock or close the classroom doors and windows.
- Staff or children in the hall taken to the classroom.
- All other staff/visitors head to the nearest classroom.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via email and text message.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

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

Pupils will not be released to parents during a lockdown.

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 from office staff or emergency services.

A letter to parents will be sent home as soon as possible 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 these procedures in very rare circumstances.

Invacuation drills

Practices will take place a minimum of three times a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Appendix 1.

Suspicious Cases (Possible Threat)

Identify yourself to the intruder, politely greet them and question their purpose for being on the premises. Ask a colleague to alert the Headteacher/Deputy Headteacher. Make every effort to keep the intruder away from the children. If you are alone and further assistance is needed, try to attempt to alert others to the situation. Depending on circumstances and demeanour of the intruder, the Headteacher/Deputy Headteacher will make every effort to call the police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm and comfort them whilst also attracting another member of staff to call the police. **No-one should attempt to restrain them.** Have regard to the safety of any children present, and evacuate them from the area as soon as possible. Do not panic, act in a calm manner, do not cause alarm or distress. If the intruder attempts to leave, do not prevent them from doing so, but carefully note their direction and clothing, and any vehicle they may have. Note the direction they take and alert the police of the circumstances. If the intruder remains until the arrival of the police, inform officers of the circumstances. In the presence of the police, make a firm request for the intruder not to return. Review security procedure and make a written report. Inform police at the earliest opportunity.

Intruder Who is Armed or Poses a Serious Safety Hazard

Alert staff to call the police (999) as soon as possible. Give the operator the location of the intruder, a physical and clothing description and the weapons involved. Advise the operator of your action to safeguard the children and other members of staff, and remain on the line until told to hang-up. Monitor the location of the intruder. Evacuate all children from the immediate area, if allowed to do so, and do not approach or engage with them. In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear. Try to engage the children in activities. Attempt to pacify the intruder, and ascertain if possible their reasons for being there. Be aware that you will be asked to recall any comments or statements made by the intruder. **Remain calm and do not attempt to disarm the intruder.** The Headteacher/Deputy Headteacher should be aware of the location, description and type of weapon in possession of the intruder, in order that they can appraise police on their arrival. All other members of staff and children should remain in their designated room unless otherwise directed by the police. There will inevitably be an investigation in to the incident. The incident will be investigated by the police and will also be reported to the Local Authority Designated Officer for safeguarding. All staff or other witnesses will be called to recollect what happened and record this in writing as soon as after the event.