



Mosaic Federation Lockdown Policy

Policy adopted on:	Approved by:	Start Date:	Review date:



Rationale

As part of our Safeguarding and Health & Safety policies and procedures the school has implemented a lock down policy.

On the rare occasions it may be necessary to seal off the school so that it is not possible to enter the interior of the school. 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 lock down is executed when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorized persons intent in causing harm/damage.

Key Aims

The aim of this policy is to ensure that children, staff and visitors in school are safeguarded.

Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately- by ringing the fire alarm 3 times in quick succession or when a member of staff announces a red code.

Procedures:

Follow the CLOSE procedure

- Close all windows and doors
- Lock up
- Out of sight & minimize movement
- Mobile phones must be switched to silent.
- Turn over the tables and create a den
- Stay silent and avoid drawing attention
- Be aware you may be in lock down for some time.

The process will be activated and the children will be ushered into the school building as quickly as possible and the outer doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the children will remain in the room they are in and the staff will ensure the windows and doors are locked. The children need to be positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

Children or staff not in class for any reason will proceed back to the class as soon as possible if safe to do so. If practicable staff should notify the Admin team if any children are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff need to support the children to keep them calm and quiet.

Staff will remain in lock down until informed by key staff in person that there is an all clear. The sign will be ringing the fire alarm 3 times in quick succession or a member of staff announces green code..

Staff Roles:

1. School administrators need to ensure that the office is locked and police called if necessary.
2. Head to lock the school's main doors
3. Individual teachers/ TAs lock/close classroom doors and windows. Nearest adult to check exit doors.

Bomb Threat Procedures

Do not touch the suspected explosive device or bomb. Do not use a portable phone or handheld radio/walkie talkie in the building. Evacuate the building by using standard fire drill procedures and seal off the area to prevent any unauthorised entry. Call the police.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's text service. Parents will be told...

"the school is in a full lock down situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out"

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of school is extended due to the lock down, 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 on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock Down Drills

Lock Down practices will take place at least once a year to ensure everyone know exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedures will be reviewed in line with the Federation policy matrix.