

Chapel End Infant School & Early Years Centre



Lockdown Procedures

Version	v.1
Reviewed by	Janice Chaplin
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Ratified by	Grant Jacobson – Chair of Governors
Ratified on	
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Signed	Headteacher (Ms Janice Chaplin)
Signed	Vice Chair of Governors (Mr Zen Jelenje)

Rationale

As part of our Health and 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 and its occupants, due to, for example:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown arrangements: (please see the appendices Lockdown flowchart)

Alert to staff: 'Partial Lockdown' 5 x 1 second bell blasts

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

On hearing the alarm:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances. If movement is allowed, this will be communicated by office staff.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – aim to minimise possible ingress of pollutants.
- Staff should then await further instructions.