



GREAT ROLLRIGHT CE PRIMARY SCHOOL

Church End, Great Rollright, Oxon, OX7 5SA 01608 737202

Head Teacher - Miss Michelle Hastings



Great Rollright C.E. (aided) Primary School

Lockdown Procedures

All policies are underpinned by our child protection procedures as laid down by the Child Protection policy.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

The school's lockdown plan is as follows:

Signals Signal for lockdown – continuous ringing of school bell by Head

Signal for all-clear - verbal confirmation from Head Teacher visiting classes

All children/adults/volunteers to remain/return to own classrooms

Entrance points (all doors and windows) should be secured as quickly as possible

What to do if the bell sounds inside school –

- ***Ensure all pupils are inside the school building. Pupils who are outside are brought inside as quickly as possible, unless this endangers them or others. If children have to remain outside they will be moved to the nearest place of safety on or off site. Those inside the school should remain in their classrooms.***
- ***Children are trained to return to their own class as quickly as possible for the head count. Volunteers should also return to the classroom they are working with.***
- ***Ocean Class will ensure that the alarm has been heard by Mountains Class.***
- ***Kitchen staff are responsible for locking themselves safely within the servery.***
- ***Once in lockdown mode, staff should make a head count and notify the office immediately of any pupils not accounted for via mobile phone/note and instigate an immediate search for anyone missing if safe to do so.***
- ***Staff should encourage the pupils to keep calm.***

The value of LOVE is visible in every area of school life, and our strong inclusive community is strengthened by our other Christian Values of COURAGE, RESPECT and TRUTH.





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- **Staff to lock / secure entrance points (e.g. doors & windows) in each classroom to prevent the intruder entering the building. The Head will sweep toilets, corridor, Dell and hall.**
- **The Office administrator will lock the front door, dial 999 and ask for the emergency services that are required.**
- **Everyone to sit on the floor, under tables or against a wall and keep out of sight if possible.**
- **Draw curtains/blinds and turn off lights. Stay away from windows and doors. All adults are responsible for their own class.**
- **Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.**
- **Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.**
- **The Head will visit each class to signal that the lockdown is over.**

If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble on the astro-turf.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedures will be reviewed and discussed in 'Whole School' staff meetings, three times a year.

Communication between parents and the school

This information is available on the school website under the 'School' tab. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. 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. Parents should not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers. Parents should 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. They should wait for the school to contact them about when it is safe 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 telephone and entrances will be un-manned, external doors locked and nobody allowed in or out..."

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

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