



STRATFORD
PREPARATORY

2 - 11 YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Little
PREP

0 - 4 YEARS INDEPENDENT DAY NURSERY

Lockdown Procedure

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Contents

1. Introduction	2
2. What is a lockdown?	3
3. Lock-down procedures	3
4. During 'lock-down'	3
5. During lockdown staff do NOT:	3
6. Following lockdown:	4
7. Evacuation	4
8. Recording and reporting	4
9. Further guidance	4
10. Appendix 1 – Action Plan for All Staff	5
11. Appendix 2 – Letter to Parents	6

1. Introduction

Stratford Preparatory School & Little Prep Nursery recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations.

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate.

'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- > The Headteacher and Nursery Manager will check our local police website for advice and guidance
- > Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced
- > Lockdown should be rehearsed and recorded termly
- > We follow any additional advice issued by the local authority
- > Emergency procedures are reviewed and added to if needed
- > Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'
- > A text/phone message is issued to parents when lockdown is confirmed. Suggested wording for parent message: *Due to an incident, we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us*

2. What is a lockdown?

A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property. Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations:

- > In the event that unauthorised person(s) considered dangerous, are on school grounds.
- > In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- > In instances where personnel, pupils, volunteers or staff from within the setting become a threat to the well-being of others.
- > A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- > In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes e.g. a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)

3. Lock-down procedures

- > If an incident happens a member of SLT will act quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions. School Staff will be made aware of a lockdown over the school walkie talkies and/or the school WhatsApp group.

4. During 'lock-down'

- > Staff and children stay in their designated areas if it is safe to do so.
- > Staff to do a head count and check against registers. SLT will quickly check the premises for any other children.
- > If children and staff are in the outdoor areas, they will move the children indoors as quickly and appropriately as possible.
- > Staff should immediately notify Reception/SLT via email of any pupils not accounted for.
- > Doors and windows are secured until further instruction is received.
- > Curtains and blinds are closed where possible.
- > Staff and children stay away from windows and doors.
- > Children are encouraged to stay low and keep quiet and calm.
- > Staff do NOT make non-essential calls on mobile phones or landlines.
- > If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.
- > The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.

5. During lockdown staff do NOT:

- > Travel down long corridors
- > Assemble in large open areas

- > Call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

6. Following lockdown:

- > A member of SLT will give a face to face 'Lockdown over' message. Staff should ignore any other method.
- > Staff will cooperate with emergency services to assist in an orderly evacuation.
- > Staff will ensure that they have the register and children's details.
- > Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- > In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

7. Evacuation

If we are instructed to evacuate a building, instructions will be given via SLT or members of the emergency services and staff will be asked to relocate their pupils to a designated safe space. The first-choice assembly will always be the Paddock on Chestnut Walk.

If the town is evacuated the assembly point is the Paddock on Chestnut Walk

8. Recording and reporting

- > A member of SLT will report the lockdown to the owner/director as soon as possible. In some situations, this may not be until after the event.
- > A record is completed as soon as possible.
- > The incident will be reported to Ofsted and Warwickshire Local Authority.

9. Further guidance

- > Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321. For non-emergency, call the police on 101.

10. Appendix I – Action Plan for All Staff

Action Plan for all staff
Raise Alert – Activate lock-down procedures immediately
Dial 999
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows
Close windows / blinds
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)
Hide, sit on the floor under desks, and away from windows (where appropriate)
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder)
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access
If possible, check for missing / injured pupils, staff and visitors
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services

11. Appendix 2 – Letter to Parents

Recipient Name
Recipient's Address
Recipient's details
DATE

Dear Parent/Carer,

Re: Enhancing Safety in our School

At Stratford Preparatory School/Little Prep Nursery we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure in the event that the school must initiate a whole school lockdown. A copy of our Lockdown Procedure is available on our website.

We will practise the procedure at least annually with children so that they would know what to do should we ever need to use lockdown. This will be done sensitively with children so as not to cause any distress, in the same way that school would practise the fire evacuation procedure.

Lockdown procedures are important and would be used when there is an internal or external threat to the safety of our pupils, staff and others in the school and are used when it is safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where a lockdown procedure may be used include:

- > A potentially dangerous person or animal on the school site
- > A disturbance or dangerous situation in the local community that could affect the school
- > A nearby chemical incident or other risk of air pollution
- > An incident related to terrorism

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupil and staff. You may wish to read the full procedure, however this section gives the guidance for parents.

What is our school's security lockdown procedure?

Set out how your procedure will work in your school, including:

- > Staff will be notified of the lockdown electronically via a targeted notification by the schools Incident Team.
- > Pupils will move immediately inside to their own, or the nearest, classroom
- > The school will ensure all pupils are accounted for by taking registers and ensuring any unaccounted for pupils are immediately located and moved to a place of safety.
- > The school will ensure that all pupils are safe and secure, e.g. by securing doors and windows, and drawing blinds
- > The emergency services will be called

If necessary, parents/carers will be notified as soon as practicable that there is a lockdown situation.

You will be given enough information about what will happen so that you are reassured that everything possible is being done to ensure your child's safety:

- > You should not contact the school as this will tie up the phone lines;
- > You should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger;

- > You should wait for the school to contact you about when it is safe to collect their children.
- > Pupils will not be released to parents during a lockdown.

Prior to practicing a lockdown procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. Staff will reassure pupils after the drill that they are safe and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again by having a practise drill, in the very unlikely event of such a situation in the future, our pupils and staff will be fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact the school.

Yours sincerely,

Dan Brewer
Headteacher