

Lockdown Policy

Fletewood School

1. Purpose

The purpose of this policy is to provide a safe and effective response in the event of an intruder or other threat within or near the school premises. A lockdown is used when it is safer for pupils and staff to remain inside the building than to evacuate.

2. Scope

This policy applies to all staff, students, visitors, and volunteers within the school building across all four levels.

3. Key Principles

- Safety of pupils and staff is the highest priority.
- Lockdown procedures must be simple, clear, and quickly actionable.
- Staff should remain calm and reassuring to reduce pupil anxiety.
- Drills will be practiced at least once per term.

4. Threat Recognition

A lockdown may be initiated if there is:

- An intruder attempting to gain access to the building.
- A violent individual inside the school.
- A threat in the immediate vicinity of the school (e.g., police incident).

5. Communication Without Intercom

Since there is no intercom system, the staff each have downloaded the MySOSFamily app on their personal mobile phones. Any staff member can then access the app to trigger an alert that will be heard by all staff, even if their phone is on silent mode or 'do not disturb'.

6. Lockdown Procedures

Initiating Lockdown

The staff member who identifies the threat triggers the alert through the MySOSFamily app.

Staff Actions

- **Secure:** Close and lock classroom/office doors immediately. If locks are not available, block with heavy furniture.

- **Cover:** Close blinds/curtains, switch off lights, silence school mobile phones (all staff phones should already be on silent as per the ICT acceptable use policy).
- **Hide:** Move pupils to a designated safe corner out of sight of doors and windows. Encourage silence.
- **Check:** Take attendance quickly and keep pupils calm.
- **Do not open doors** until an all-clear is given by police or the Headteacher.

Entrances

- Both main entrances must remain locked at all times during school hours.
- Visitors are admitted only after being identified via Ring doorbell.

Movement During Lockdown

- Do not attempt to move between levels unless already in motion when lockdown is announced.
- Pupils and staff must remain in their secured area until directed otherwise.

7. All-Clear Procedure

- Only the Headteacher or emergency services may give the all-clear.
- Staff will be notified verbally in person or via the phone chain.
- Pupils should be reassured and the situation debriefed appropriately after the incident.

8. Evacuation Alternative

If the intruder is within the building and escape routes are safer than remaining inside:

- Staff may exercise judgment to evacuate their group out of the nearest safe exit.
- Designated rally points outside the building must be pre-identified.

9. Training & Drills

- All staff will receive annual training on lockdown procedures.
- Pupils will practice age-appropriate once a year.
- Feedback will be collected after each drill to improve procedures.

10. Responsibilities

- **Headteacher:** Oversees policy, liaises with police, initiates lockdown if present.
- **All Staff:** Ensure pupils' safety, follow lockdown procedures, and remain calm.
- **Students:** Follow instructions promptly and quietly.

This policy is written in line with the following policies:

- Child Protection and Safeguarding
- ICT acceptable Use

- Force and Restraints
- Health and Safety
- Missing Children
- Record Keeping
- Staff Development

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