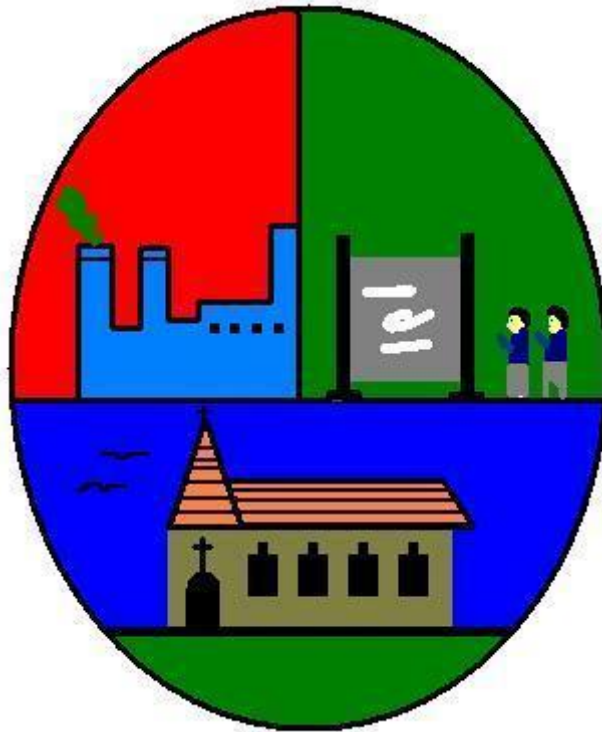


St Mary's CIW VA Primary School



Lockdown Policy

Approvals	
Approved by Governing Body on	Date: 25/05/2023
Review and Update	3 years from date above
Model Policy Implementation	Date: as above
Signed: Chair	
Signed : Headteacher	

Emergency Lock down procedures

The lock down procedures could be triggered by a number of situations including:

- An incident in the local community
- An unauthorised person on site

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below.

Remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

- **A senior member of staff will activate the school bell sounding 6 short blasts of 1 second each a five second pause and again 6 short blasts**

Action: The action below must be implemented once the Lock-Down alert has been activated.

- **All Children and staff should with immediate effect remain in the room**
- **Staff in offices should remain in the office which they are based**
- **Amy Barlow (in the event of absence, the person in the office) to lock the front door. Assess whether it would be prudent to lock the main gates.**
- **Any staff or children out of their room should return to their relevant base room or the nearest safe classroom**
- **All window blinds to be closed, lights turned off and external doors locked**
- **A senior manager to make their way to the secretary's office to evaluate the incident to ascertain the next actions required.**
- **A member of the Teaching Assistant team in each area to come to the secretary's office for further information**
- **Kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.**

- **If an intruder attempts to access the building Call 999 and ask for police assistance, stating your Nursery/School name and address.**
- **Follow the instruction given by the Police**

End of Incident:

- **Once the situation is resolved A senior member of staff will activate the school bell sounding 6 short blasts of one second each a five second pause and again 6 short blasts to notify staff that the lock down has been released.**

Debrief:

The senior manager to debrief all staff on the incident and inform all parents what had occurred, and provide reassurance for the safety of all children and staff

Chair of Governors, Wrexham Local Authority to be informed of the incident.

Security risk assessment to be reviewed.

To make our security as effective as possible the gate to the school is to be closed at all times.