



## **Mill Lane Community School & The Windmill Community Nursery**

**Growing, Thriving, flying**

### **Lockdown Policy**

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery as well as the extended services provision provided by Mill Lane.

#### **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 is to ensure that pupils, staff and visitors are safe in situations where there is a danger within the school grounds or outside in the near vicinity. A lockdown is implemented when there are serious risks for the premises due to, for example, near-by chemical spillage, dangerous animals on site, extreme weather conditions or attempted access by unauthorised persons.

#### **Notification of a Lockdown**

Staff will be notified that a lockdown is required on hearing long blasts of a whistle as well as being notified on the walkie talkies.

#### **Procedure**

- Close all windows and doors
- Pull down blinds and close curtains
- Lock all doors
- Keep out of sight and minimise movement
- Stay silent and avoid drawing attention
- Remain in lockdown until notified

#### **Be aware that you may be in lockdown for a long period.**

- When the lockdown signal is given, children will be ushered in to the school building as quickly as possible. Children using the Forest School Area will assemble in the Creative Arts Block which is the nearest building. However, it may be deemed safer for the Forest School group to stay in that area as it is hidden from the main building.
- Children already inside the school will follow the class teacher's instructions to go to a specific area of the class away from possible sightlines from external windows and doors and will hide under tables. All lights, computers and smartboards will be turned off. Mobile phones will be put to silent mode.
- Children in the hall for P.E lessons will go to Class 1 as it is more secure. The member of staff with that class should ensure the connecting door from Class 1 to the hall is locked.
- Staff will ensure that all windows, doors, curtains and blinds are closed / locked. Staff will communicate to the office via walkie talkie to report when their area is safely under lockdown and also report any children or adults not accounted for.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. That class teacher should report via walkie talkie any extra adults or children in their area.
- Staff will support children in keeping calm and quiet.
- Everyone should remain in lockdown position until notified by the headteacher, chair of governors or office staff in person.

#### **Staff Roles and Responsibilities**

- The headteacher and premises manager will secure internal doors such as the hall, front door, corridors and small hall.

- The office staff will ensure that the office is secure, they will take the school contact folder and all staff in the office area will go to the Red Kite Room which will then be locked. They will then call the police if necessary.
- Individual teachers / TAs lock / close doors in the area they are working in and check all exit doors in that area.
- The kitchen staff will shut down their area and lock all doors, turn off all equipment and will go to the office area. They will use mobiles to contact the school office to inform the office that their area has been locked down.

### **Communication with Parents**

If necessary, parents will be contacted as soon as it is practical to do so via Parent Mail. Parents will be informed that the school is in a lockdown situation. During this time the office and entrance will be unmanned, external doors locked and nobody allowed in or out.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown. Parents will be asked not to call school as this will tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services. A letter will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown.

### **Lockdown Drills**

A lockdown practice will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Children will be told what to do in a lockdown situation and will rehearse it individually with their class teacher. Monitoring of drills will take place and staff debriefed for positive reinforcement and to identify areas to improve.

**Date policy was written:** April 2024

**Date policy will be reviewed:** January 2025

**Governor committee With Responsibility:** Behaviour & Well-being

**Chair of Governors Signature:**

