

**Author:** Hawthorn Tree School  
**Date approved by Governors:** January 2019  
**Date for review:** January 2020

## **STATEMENT/INFORMATION**

The safety of everyone in the school is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the school buildings for their safety. Examples range from a dangerous dog, an adult roaming the school grounds who has been judged to present a threat or pupils being forced to shelter from the fumes given off by hazardous materials spilt during an incident on one of the roads near the school.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as they may put themselves and their children at risk. Parents may be unable to contact the school by telephone as staff will probably be using the phones to contact the authorities. Parents should listen to local radio stations for information updates. There may also be further information on the school website: [www.hawthorntree.co.uk](http://www.hawthorntree.co.uk)

As a result of an incident, children may have been moved from their normal classrooms to another safer place within the school, perhaps from their classroom to the school hall so please, do not be unduly worried if you are told that they are not in their normal room. Children will be supervised at all times and communication with parents and carers will be restored once the incident has been dealt with or advice received from the appropriate authorities that the threat has been removed.

## **PROCEDURES**

In the event of a lockdown, following Senior Leader instruction the designated communications team will alert all staff verbally and visually without causing alarm amongst the pupil body. It is essential that the situation is dealt with in a calm, controlled manner from start to finish.

There are three levels to our lockdown procedure;

1. Green no concern
2. Amber Lockdown – children all brought indoors, external doors/ windows & blinds closed.
3. Red Lockdown – as Amber and in addition, children and adults to identified safest areas of rooms.

### **Possible reasons for a lockdown:**

- Extreme weather
- Toxic spills on roads near school site.
- Live stock on the loose including dangerous dog.
- Unknown person roaming site who is perceived a threat.
- Adult roaming the school grounds presenting a threat

Senior Leader and the designated communications team making the announcement must confirm each room has been made aware of the lockdown situation. The most senior staff member in charge is responsible for the control of the lockdown. All staff and children must respond immediately to instructions issued by those in charge. Anyone outside of the school buildings should proceed indoors and follow lockdown procedures:

1. Ensure all pupils and adults are present and accounted for (using the same procedures as the fire drill).
2. Telephone POLICE: 999; or other Emergency Services as necessary.
3. Lock all doors and windows.
4. Encourage children to stay quiet and calm. Supervise and occupy pupils with learning activities/ games.

5. Close window blinds.
6. Keep children inside until instructed otherwise.
7. Ensure emergency medications e.g. Epi Pens, asthma medication available.
8. All deadlock doors to be locked. Main entrance to be locked and not opened.
9. Notify Lincolnshire County Council of situation and actions taken.  
(NO other phone calls are to be made and main school line to remain clear for emergency contact)

At every stage of the incident staff and pupils must follow directions from Headteacher, senior member of staff in control or lead officer from Emergency Services.

An “All Clear - Green” (spoken and visual) announcement will end the lockdown.

N.B.

IT IS CRITICAL TO REASSURE CHILDREN AT ALL STAGES TO AVOID UNDUE DISTRESS. CHILDREN MUST REMAIN UNDER THE SUPERVISION OF A MEMBER OF STAFF AT ALL TIMES.

Headteacher or senior member of staff in charge to instigate notification of parents and carers as soon as possible after the conclusion of the lockdown via website/phone calls/email etc.

All areas to be checked and cleared by Headteacher or senior member of staff in charge after the “All Clear”.

This Policy forms part of the Schools ‘Critical Incident’ planning and uses advice and guidance from the 2016 LCC document, ‘A Guide to Managing Critical Incidents in Schools’.

