Elysian School

Lock Down Policy

Adopted: January 2020

Date of next review: January 2021

Rationale

As part of our Safeguarding and Health & Safety policies and procedures Elysian has implemented a lock down policy.

On the rare occasions it may be necessary to seal off the farm site so that it is not possible to enter the school buildings. This policy is designed to ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lock down is executed when there is a serious safety risk for the premises, for example a attempted access by unauthorized persons intent in causing harm/damage.

Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately- by sending a message on the pager system saying "LOCKDOWN" with the area of danger, e.g. "Lockdown Office"

As Elysian is a farm that covers approximately 100 acres, it is recognised that it may be necessary for people on site to remain where they are of this would provide more safety than moving to one of the buildings on site.

Procedures:

If in one of the fields, go to the nearest place of safety, which may mean remaining where you are or moving to another field. Find a place to hide behind so that you can be out of sight and follow relevant parts of CLOSE procedure.

If in a building, follow the CLOSE procedure

- **C**lose all windows and doors
- Lock up
- Out of sight & minimize movement
- Stay silent and avoid drawing attention
- Be aware you may be in lock down for some time.
- The process will be activated and the children will be ushered into the school buildings, where appropriate, as quickly as possible.
- Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the children will remain where they are in and the staff will ensure maximum safety is achieved. The children need to be positioned away from possible sightlines from external windows/doors. In buildings, lights, computer monitors to be turned off.

Mobile phones are put on silent mode.

NO ONE SHOULD MOVE ABOUT THE FARM

Staff need to support the children to keep them calm and quiet.

Staff will remain in lock down until informed by key staff in person that there is an all clear.
The notice on the pager system will read "ALL CLEAR"

Staff Roles:

1. School administrators need to ensure that the office is locked and police called if necessary.

2. Individual teachers/ TAs lock/close building doors and windows. Nearest adult to check exit doors.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via text. Parents will be told…

"the school is in a full lock down situation. During this period the phones and entrances will be un-manned, 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 lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the is extended due to the lock down, 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 to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock Down Drills

Lock Down practices will take place at least once a year to ensure everyone know exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

<u>Review</u>

This policy and procedures will be reviewed annually as part of the School's Health & Safety procedures.