

# **Elysian**

## **Lock Down Policy**



**Reviewed: February 2024**

**Date of next review: February 2025**

## Rationale

As part of our Safeguarding and Health & Safety policies and procedures Elysian has implemented a lock down policy. This policy applies to all Elysian sites.

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

A lockdown is executed when there is a serious safety risk for the premises, for example an 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 **Whatsapp groups** 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

- Close 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 and young people will be supported 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 and young people will remain where they are 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 will support the children and young people to keep 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/carers**

If necessary, parents/carers 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 unmanned, external doors locked and nobody allowed in or out”***

Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school as it may put them and their child/young person at risk.

Children and young people will not be released to parents/carers during a lock down.

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

If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information from office staff or emergency services about the time and place children and young people can be picked up from.

A letter to parents/carers 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/carers to reinforce with their children and young people 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 knows 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.

### **Review**

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

**For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd including Elysian School and Elysian Animal assisted Therapy and Learning. This policy is applicable to all Elysian sites.**