



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Acting Headteacher: Mrs. M Reece

L A L E H A M L E A S C H O O L & N U R S E R Y

L O C K D O W N P O L I C Y

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

	Date	Signed
Date reviewed	January 2025	<i>M Reece</i> Acting Headteacher
Ratified by the Board of Governors	January 2025	<i>M Ryan</i> Chair of Governors
Date of next review	January 2027	



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Mission Statement:

Recognising that Christian values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming safe environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their differences treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential. Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.

Rationale

As part of our Health & 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 is not able to be entered from the outside. This will 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 lockdown is implemented when there is serious security risks due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

Notification of Partial Lock down

Alert to staff: **'PARTIAL LOCKDOWN: ACT NOW'**

Immediate Action:

1. All outside activities to cease immediately
2. Children and staff return to building & a register to be taken
3. All staff and children remain in building and all external doors and windows are closed/locked
4. Free movement maybe permitted within the building dependent upon circumstances and must be supervised by a member of staff
5. Staff should await further instructions, and remain in 'Partial Lockdown' mode until signal for all-clear is given by a member of SLT



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Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the appropriate body e.g., Emergency Services, Local Authority. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate

Notification of Full Lockdown

This signifies an immediate threat to the school and maybe an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Signal for Full Lockdown	x5 10 second bursts of the air horn from Nursery, the playground or the front door. The internal phone system will also be used by office staff who will inform the Head & SBM by stating ' ATTENTION LOCKDOWN ACT NOW '.
Signal for all clear	Code word 'RAINBOW' by SLT in person

Immediate Action:

1. All outside activities to cease immediately
2. All children and staff outside to be brought into the nearest safe classroom
3. All children and staff already inside to remain in their current classroom or office.
4. External doors closed/locked (including school office, connecting doors and all outside doors where it is possible, to remain safe)
5. Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible
6. Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)
7. Lights, smartboards and computer monitors turned off.
8. Mobile phones turned onto silent.
9. If practicable, staff should notify the front office by ScholarPack message that they have entered lockdown and any children or adults not accounted for.
10. Staff should await further instructions, and remain in 'Full Lockdown' mode until signal for all-clear is given by a member of SLT



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* Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged/Children in Forest School

NO ONE SHOULD MOVE ABOUT THE SCHOOL

11. Staff to support children in keeping calm and quiet.
12. Staff to remain in lockdown positions until informed by key staff, eg Member of the Senior Leadership Team or Office Staff in person that there is an all clear.
13. At any point during the lockdown, the fire alarm may sound, and/or verbal message issued which is a cue to evacuate the building.
14. During lockdown, staff will keep agreed lines of communication open, via telephone and email, but will not make unnecessary calls to the office as this could delay more important communication.
15. As soon as possible after lockdown, teachers return to their base classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

Staff Roles

1. Front office staff to ensure that their office is locked and police called if necessary.
2. Headteacher and Site Manager to lock the school's front doors and entrances.
3. Individual teachers/TAs shut/lock classroom doors and close windows and pull blinds.
4. Nearest adult to check exit doors.
5. Nearest adult to check Dining Room and Long Room doors and head for Secretary or Head's office.
6. Staff in staff room to lockdown in this room.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEAD TEACHER BEFORE LEAVING.

Communication with Parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - Scholar Pack communication and school website.



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Parents will be told:

Laleham Lea is currently in a full lockdown situation

- Do not come to the school – this may put yourself in danger and block access for emergency vehicles.
- Do not try to contact the school as this may tie up phonedlines and may prevent us from communicating with emergency services.
- Do not try to collect your child(ren) until we communicate that it is safe to do so.

Children will not be released to parents during an emergency lockdown.

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 day 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 context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed so that improvements can be made.

Review

This Policy will be reviewed annually as part of Emergency Procedures and the Health & Safety Policy.



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Appendix 1- Partial and Full Lockdown Flowchart

Threat to school identified and alarm raised (including emergency services and LA if appropriate)

Potential Threat – **“PARTIAL LOCKDOWN: ACT NOW”**



Immediate Action:

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Children and staff return to building & a register to be taken

All staff and children remain in building and all external doors and windows are closed/locked

Free movement maybe permitted within the building dependent upon circumstances and must be supervised by a member of staff – instruction from SLT to be given

Staff should await further instructions

SLT to search for missing children

Communication with parents if appropriate

SLT to undertake risk assessment. Should a partial lockdown escalate, instruction to **‘FULL LOCK-DOWN -ACT NOW’** will be given and horn sounded.

Immediate Threat – **“FULL LOCKDOWN: ACT NOW”**
Horn Signal x5 10 seconds



Immediate Action:

All outside activities to cease immediately

All children and staff outside to be brought into the nearest safe classroom

All children and staff already inside to remain in their current classroom or office.

External doors closed/locked

Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible

Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)

Lights, smartboards and computer monitors turned off.

Mobile phones turned onto silent.

Staff should notify the front office by ScholarPack message that they have entered lockdown and any children/adults not accounted for.

Communication with parents if safe to do so

Staff should await further instruction

End of Lockdown: All-clear signal to be given, in person, by SLT: **‘RAINBOW’**