

Sand Hutton and Warthill Federated Primary Schools

Lock Down Policy

NB To read in conjunction with Emergency Plan

Rationale

Sand Hutton and Warthill Federated Primary Schools Lock Down Policy aims to ensure that all students, staff, parents, visitors and contractors remain in a safe and secure location in the event of a possible personal/school threat or critical incident and that exposure to danger and possible risk of harm are minimised.

Examples of critical incidents where the policy would be put into force

- ☐ Death of a person on school property during school hours
- ☐ Students and/or staff being taken hostage
- ☐ Siege of school property and/or buildings
- ☐ A disaster in the local community
- ☐ Unusual or unwarranted media attention
- ☐ Aggressive and/or malicious trespass of people on school grounds
- ☐ Any other behaviour which could indicate a potential Lock Down situation

Actions on a critical incident

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must

1. Ring hand bell to warn other staff of a lock down situation or press the Yellow button on the system at Warthill.
2. Secure all doors/windows if appropriate – all staff
3. Calmly ensure children are in the safest position.
4. Try to notify the school office to raise the alarm.
5. Contact the emergency services if needed immediately.
6. Staff may use mobile phones to contact the Headteacher, School Office, Deputy Headteacher and Head of Governors to notify them of the situation.
7. Students and Staff will remain in their classroom and make safe efforts to close and lock the door and windows that could permit access into the room. Students are to remain under their desks / down low, out of sight during this

lockdown period. Staff need to be mindful that children from other classrooms may seek sanctuary in their room, should the risk be greater elsewhere.

8. If the 'Lock Down Alarm' is sounded before school or during break or lunchtime, students are to move directly to their classroom as long as it is safe to do so. All staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
9. If classroom area considered to be at risk a safe windowless area to be used,
ie Sand Hutton – Staircase and inner corridor
 Warthill – Staircase, Infant stockroom/toilet area

RESPONSIBILITIES

Headteacher / Office staff are to telephone Police/ Emergency Services and liaise/follow instructions as directed by these agencies.

Office Staff are to answer telephone communications, if safe to do so.

If the situation dictates, a member of staff is to head to the front of the school to control pedestrian access and vehicular movement and to liaise with emergency services, only if it is safe to do so. Otherwise communication will take place via mobile phone.

Teachers are to remain with their classroom or alternative safe area and will take the register immediately. Any absences will need to be reported to the School office staff if it is safe to do so.

Teachers are to close and lock the classroom door and instruct students to close and lock windows that could permit access to the room. Classroom lights are to be turned off. Students are to be directed to move under their desks / down low out of sight during this period.

Students are to remain under their desks / down low out of sight during their period and silent at all times. Should it be necessary to move out of rooms or away from the school, instructions will be communicated personally by the school staff members or the police.

All staff / students / visitors are to remain in the locked room until the 'ALL CLEAR' is given.

Children who are outside the classroom at the time of the alarm should seek shelter in the nearest classroom. Staff should check toilets and bring children to safety.

Children in communal areas must go to the nearest classrooms, if it is safe to do so. If it is not safe to do so, staff need to direct students to lie flat on the ground and to remain quiet.

ALL CLEAR SIGNAL

The 'ALL CLEAR' announcement will be communicated by the senior member of staff or the police.

If a safe place away from the school is needed, children will be taken to St Marys Church, Sand Hutton / St Marys Church, Warthill

Grab bags accessible in the school offices

Important Notes:

- **Parents will be informed of the situation under direction of the North Yorkshire Police.**
- **North Yorkshire Council (NYC) to be informed as soon as possible. Directions for media contact to be taken in conjunction with NYC Press Officer.**
- **Advice will be taken how best to support the children and staff after such an incident.**

(See Emergency Plan)

Policy first adopted Summer Term 2017

Reviewed and amended September 2026

To be reviewed annually