

Safeguarding our children and staff has always been a priority in our school. It is now becoming common practice for schools to adopt a 'lockdown' procedure in the event of an emergency outside which may harm children. Examples are a stray, dangerous dog; a leakage of toxic substance or air pollution; a fire in the locality; an intruder; a disturbance in the community.

During the Autumn Term, we will begin to practise our lockdown procedure with the children. They are well acquainted with our frequent fire drills and we aim to ensure that a lockdown procedure will become very similar without raising alarm. It will be explained to children afterward that it was only a practice and there was no real danger.

We always welcome your suggestions for improvement so please, if you have any comments, suggestions or questions, address these to the Chair of Governors and help us to reinforce our procedures and keep our children safe and secure.

### ***Lockdown Procedure (For Review in September 2017)***

Lockdown procedures may be activated in response to any emergency such as:

- A stray, dangerous dog in the vicinity of school
- An intruder on the site
- A warning of local air pollution (smoke, fire, gas)
- A major fire in the vicinity

We aim to minimise disruption to children and staff while, at the same time, ensuring the safety of all. We will raise the alarm as follows:

- To raise the alarm, there will be a series of short, sharp rings. If the incident occurs at playtime or lunchtime, an air klaxon will sound at the doors of each playground.
- Staff will ensure all children are inside the building. If children are playing outside, they will be escorted back.
- All outside doors will be closed and locked and all windows closed.
- A register will be taken in each classroom (registers will be taken round by office staff). Any 'missing' children will be searched for, eg, children who have gone to the toilet.
- The caretaker and office staff will ensure fire doors are closed and the locking system is engaged.
- Office staff will dial 999 for assistance.
- The all-clear signal will be given by the Headteacher/Senior Management Team by visiting each classroom individually.
- Parents will be informed of the emergency and outcome by letter.
- If we remain under a warning at 2.55pm, children will only be released from school if parents or nominated adults are there to collect them. Any children not collected will remain under our supervision until parents come and take them.