

# Churchstanton Primary School



## Lockdown Policy and Two-way Radio Procedure

Approved by the Board of Governors of Churchstanton Primary School

Chair of Governors	Mr Jon Wood
Headteacher	Mr Matt Watson
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Proposed Review Date	March 2025

## Lockdown Policy and Procedure

### Rationale

As part of our Health and 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 cannot 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 are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage.

### Notification of Lockdown

A fulltime arrangement is in place for this procedure.

Staff will be notified that lockdown procedures are to take place immediately on being called on the class two way radio. The words “**Eagle.Eagle.Eagle.**” Will be said calmly and clearly. This will signal to the class teacher to follow the school’s lockdown procedure set out below.

Class teachers on the playground or in the forest will take a two way radio with them, this must be kept charged and be ready for use.

### Procedures

Follow the **CLOSE** procedure:

- **Close** all windows and doors.
- **Lock up** - Stay away from windows.
- Hedgehogs and Squirrel Class should stay at the far side of the huts away from the accessible windows.
- Minimise movement.
- **Stay** silent and avoid drawing attention.
- **Endure**. Be aware you may be in lockdown for some time.

1. The two way radio (ref procedure document annex A) calls will activate a process of children being ushered into the school building as quickly as possible and the locking of the school’s classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.

2. The children should remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smartboards and computer monitors to be turned off. **Mobile phones are put on silent mode.**

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

6. If practicable staff should notify the office by phone if there are any children not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lockdown positions until informed by Head or Deputy Head that there is an all clear.

9. As soon as possible after the lockdown teachers should return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

### **Staff Roles:**

1. Head or member of staff to ensure that the office is locked and police called if necessary.

2. Head or member of staff in the old building to lock the school's front doors and entrances.

3. TAs lock/close classroom door(s) 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 the school's established communication network.

Parents will be told: '**..The school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody will be 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 lockdown. 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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from by 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 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 a part of the School's Health and Safety procedures.

## **Annex A - Two-Way Radio Procedures:**

The two way radios which have been installed in your classrooms and in the offices are to be used for lockdown procedures only.

These are to be maintained in a charged state and kept on channel 16, this is the recognised channel which will be used to start the lockdown process.

Please read the Lockdown Policy attached,

The lockdown code word is **EAGLE, EAGLE, EAGLE.**

The two way radios are portable and can be taken with you should you leave your classroom with the students.

The two way radios have been tested from the school to the playing field and work perfectly.

The lockdown procedure can be initiated by any member of staff who feels a situation would present a threat to the school and or students.

Press the orange button on the side of the two way radio hold in and say **EAGLE, EAGLE, EAGLE.** clearly and calmly.

There are two spare two way radios in the office these are available to take on field trips and will work independently to the school radios which will be kept on channel 16.

The code **FALCON, FALCON, FALCON.** Is the all clear code and must only be used when all danger and threats are past.