The Mead Infant and Nursery School

Lock Down Policy

School name: The Mead Infant and Nursery School

Status & review cycle: Reviewed Annually

Next review date: Summer 2 2026

The Mead Infant School Lock Down Policy

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 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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Communication between parents and school

Arrangements for communicating with parents in the event of a lockdown will be routinely shared via the school website and Parent Mail.

The school understands parents' concern for the safety and welfare of their children, and everything that can possibly be done to ensure children's safety will be done

In the event of an actual lockdown, information will be communicated to parents as soon as it is practicable. Emergency Services will support the decision of the Headteacher regarding the timing of this communication to parents.

If the school is in a lockdown situation

- During this period the switchboard and entrances will be unmanned, external doors locked, and nobody is allowed in or out
- Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

Advice for parents

Parents will be notified via text that the school is in "Full or partial lockdown situation" Further updates will be communicated via email

During this period:

- Parents must not contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.

- Parents must not come to school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.

Procedures For Partial Lockdown

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.

This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be because of a warning being received regarding the risk of air pollution, etc.

Nominated Lockdown Manager: Head Teacher. In her/his absence Deputy Head

The Lock Down Manager (LDM) will initiate, manage and conclude the lockdown. They will also communicate with emergency services.

Alert to Office that partial lockdown procedures need to be activated

Alarm to be activated by a member of the Admin Team

Alert to Staff: Partial Lockdown signalled by a manual bell rung (hand held school bell) continuously in the corridors.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to the building

- All staff and pupils remain in the building and all external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances
- In the event of air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants

Staff should then await further instructions.

Once all staff and pupils are safe inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

The Area Schools Support Team will also be notified.

A 'partial lockdown' may also be used, as a precautionary measure putting the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in partial lockdown until it has been lifted by a senior member of staff or emergency services. This will be signaled by the message

"MEAD BEAR IS SAFE"

Once the lockdown has been lifted a register of the children must be taken.

At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building

Procedures For Full Lockdown

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

Nominated Lockdown Manager: Head Teacher. In her/his absence Deputy Head

The Lock Down Manager (LDM) will initiate, manage and conclude the lockdown. They will also communicate with emergency services.

Procedures

Activate full lock down alarm

Alert to Staff: Full Lockdown signaled by an intermittent alarm bell

Immediate action:

Office staff phone:

- Emergency services: – Police 999
- Area School Support Team – Local Education Office 01483 518 104
- At the given signal the children, staff and visitors to remain in the room they are in or go to the nearest classroom if in the corridor or toilets
- If you are in the School Hall, remain in the Hall and follow lock-down procedures
- All doors and windows to be locked, any blinds drawn, internal door windows covered with paper (so an intruder cannot see in)
- If doors cannot be locked barricade with furniture
- Lights and interactive TV screens/Smart Boards to be turned off
- Office staff should remain in their office
- Pupils/staff sit under tables which are out of sight lines, remain calm and sit quietly
- Mobile phones turned silent and dimmed.

Staff should await further instructions.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or emergency services. This will be signaled by the message

"MEAD BEAR IS SAFE"

- Once the lockdown has been lifted a register of the children must be taken

- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building

- During the lockdown, staff may use mobile phones as an agreed line of communication but not make unnecessary calls to the central office as this could delay more important communication.

The Mead Infant School Emergency Procedures

Fire Alarm

In the event of the fire alarm sounding, which is a continuous alarm bell, please leave the school building by the nearest fire escape route and assemble in the playground next to Cudas Close.

Shelter in Buildings Alarm (Lock Down)

Partial Lock Down

Signaled by a manual bell rung (hand held school bell) continuously in the corridors. Stay inside, in the room/ classroom that you are in and begin partial lock down procedures. If you are outside when this alarm sounds immediately make your way into the school through the nearest door and begin partial lockdown procedures

Staff should await further instructions.

Full Lock Down

In the event of an intermittent alarm bell, stay inside, in the room/ classroom that you are in and begin full lock down procedures. If you are outside when this alarm sounds immediately make your way into the nearest classroom and begin full lockdown procedures

Staff should await further instructions.

It is important that you

- Remain calm
- Follow the correct procedures