



# Al-Khair School

## Lockdown Policy and Procedures

<b>Approved by:</b>	Mr Sajad Akram	<b>Date:</b> 27th September 2021
<b>Last reviewed on:</b>	27th September 2021	Sajad Akram
<b>Next review due by:</b>	25th September 2022	Sajad Akram

## **Lockdown policy and procedures**

Al-Khair School is committed to securing high standards of safety in and around the school.

This policy requires the cooperation of all employees, pupils and parents/guardians.

The aim of this policy is to:

- Ensure the safety of the pupils, staff and visitors who are on the school premises.
- Establish protocols and procedures that provide guidance to staff that will enable them to follow appropriate steps in situations which may require a lockdown.

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 nearby vicinity. A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, a major fire in the local vicinity, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

Procedures:

1. On notification of an external threat, staff/admin need to raise the lockdown alarm by using the loudspeaker microphone with a siren and shouting lockdown.
2. On hearing the lockdown alarm, pupils who are outside of the school buildings should be brought inside as quickly as possible. All external doors should be locked to secure the building and to ensure everyone is able to remain safe.
3. Those inside the school should remain in their classrooms. The children must remain in the classroom 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.
4. 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 the siren is triggered.
5. Once in lockdown mode, staff should notify the school office immediately of any pupils not accounted for and any additional pupils in their classroom by email or text message. Staff should encourage the pupils to keep calm. The office will contact each class in turn for an attendance report.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

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

7. Staff to remain in lockdown positions until informed by the Senior Management Team in person that there is an all clear.

8. If it is necessary to evacuate the building, the fire alarm will be sounded. Staff and pupils must comply with the fire evacuation plan.

9. As soon as possible after the lockdown, teachers must return to their own classrooms and conduct a roll call of their class. The school office must be notified immediately of any pupils not accounted for.

**Staff Roles:**

1. Front office staff ensure that their office(s) are locked, and emergency services called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Staff in the kitchen or staffroom to lockdown in these rooms.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

If necessary, parents will be notified as soon as it is practical to do so via the school's texting service. 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 should not call the school number 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 office staff or the emergency services.

A letter to parents will be sent home the day following or as soon as is practical after any serious incident, to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan. Monitoring of practices will take place and debriefed to staff so improvements can be made

Parents should know that the school has a lockdown plan, and a copy should be placed on the school's website and the school should display lockdown drill information in every classroom alongside information relating to fire drills.