BORROW WOOD PRIMARY SCHOOL
Lockdown Policy – Web Version

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INTRODUCTION
It is necessary to have plans in place to ensure that as far as possible, children and staff are protected should an emergency arise. An emergency that requires a Lockdown will be unique and dynamic so flexibility is important as well as ensuring people are clear on what to do.

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. This policy will detail:

- How to raise an alarm in an emergency
- Internal communications - mobile phone, internal e-mail, texts etc.
- Site plan e.g. the layout of buildings and their proximity to one another.
- Rationale

RATIONALE
Full Lockdown and Partial Lockdown procedures are a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of pupils, staff, parents or visitors. Procedures aim to minimise disruption to the learning environment whilst ensuring everyone's safety. This may also include where there is a need to restrict the movement of pupils around the school environment.

A lockdown is implemented when there is a serious security risk to the school. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc
- A serious or emergency accident or incident requiring the emergency services at the school
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Dense fog where pollution could cause breathing difficulties
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents
- An intruder on the school site with the potential to pose a risk to staff and pupils; (please note this is extremely rare)
- As all situations are different senior staff will conduct an on-going and dynamic risk assessment based on the information available and follow advice from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils.
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The lockdown procedures are not published publically, however, they are known and practised by staff and pupils.