



**SHERBORNE HOUSE  
SCHOOL**

# **Sherborne House School Lockdown Policy and Procedure**

Last Reviewed **January 2018**

To Be Reviewed **January 2019**

### **Sherborne House School – Lockdown Procedure**

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- HT/TIC (Head Teacher/Teacher in Charge) or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by HT/TIC/office staff that it is in 'lockdown' by word-of-mouth or continuous blasts of whistle
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify HT/TIC/office staff if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows, blinds used, where fitted.
- Where possible and appropriate, children to be moved to upper floors, therefore out of sight
- All children in external PE lessons will be advised to return to the school building

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrance, followed by each building in turn
- Thumb turns fitted on each main door lock enable buildings to be secured from within

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an electronic message sent out via Parentmail and/or ISAMS:

*School is in a lock down situation due to .....*

*The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.*

*Please do not collect your child or come to the school until you receive the 'all clear' message.*

*Thank you*

Review

This policy and procedures will be reviewed annually