

# Lockdown

School Policy - Welfare

July 2017



NORD  
ANGLIA  
EDUCATION

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## INTRODUCTION

In line with the school's Health and Safety policies, it is essential that we have effective lockdown procedures in place to ensure the safety of our pupils and staff should emergencies occur.

## PREPARATIONS

### Resources

BSY have ensured that the school is well resourced.

- Emergency Boxes, fire extinguishers & first aid kits, located on every floor
- Emergency Backpacks "GO BAGS" in every classroom and bus. Each Classroom is kitted with a fire extinguisher

### Lockdown Procedure

In an emergency the school may need to lock down its campus. Our security will lock all doors to the building and the children will be kept in school. They may be kept in their classrooms or in a communal area depending on the nature of the incident.

### Lockdown Drills

Lockdown drills will be practiced termly. In the first instance both the children and staff will know about the drill. In the second practice only the teachers will be aware. For the third practice only the Floor Wardens will be aware.

### Communication with Parents

In the event of an emergency a mass email or text message will be sent to all parents conveying the situation. Please **do not** phone the reception.

If the school campus and surrounding areas are not deemed safe, parents will be given instruction from on where to pick their children up or whether school transport is able to drop off students at home.

If all communication fails, pupils will be kept at the school (or at the evacuation sites, if it is necessary to evacuate the school buildings), for several days if necessary, until they are collected by the parents. If parents arrive at school and pupils are not there a handwritten message will be left at each campus. As soon as communication is possible, parents will be informed of the situation and whereabouts of the children.

### School Buses

In the event of an emergency bus drivers will be contacted and a safe place will be decided. (This is dependent on many factors including where they are and also the nature of the emergency). Parents will be advised as soon as possible on the location of the children.