

Lockdown Guidance for Parents

Lockdown Policy:

The Governors of Birkby Infant and Nursery School are committed to protecting the Security, Safety and Welfare of its pupils, staff and third parties working on or visiting the premises. To meet this commitment the school has a robust and tested lockdown procedure.

Lockdown Procedures:

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 pupils in the school.

Procedure:

- Staff will be alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school,
- Pupils who are outside of the school buildings are brought inside/taken outside as quickly as possible,
- All external doors and, as necessary, windows are locked (depending on circumstances, internal classroom doors may also need to be locked),
- Staff should encourage the pupils to keep calm,
- As appropriate, the school should establish communication with the Emergency Services as soon as possible,
- Kirklees Council, the School's Health and Safety provider, should be notified via the 'School Emergency' phone number,
- If necessary, parents should be notified as soon as it is practicable to do so via the schools established communications system,
- **PUPILS WILL NOT BE RELEASED TO PARENTS DURING A LOCKDOWN.**
- If it is necessary to evacuate the building, the fire alarm will be sounded,
- Staff should await further instructions.

The School's lockdown procedures will be known to members of the senior leadership team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will be aware of the plan. Parents will know that there is a policy and that it is on the schools website.

Communication with parents:

- If necessary parents will be notified as soon as it is practical to do so via the schools established communication network – Groupcall.
- 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 LOCKDOWN.**
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home the nearest day following any serious incident to inform parents of the context of the lock down and encourage parents to reinforce with their children of the importance of following procedures in these vary rare circumstances.

Lockdown Drills:

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and be debriefed to staff so improvements can be made.