



# Pilgrims School

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## Lockdown Policy

January 2022

Next review date: January 2023

## **Policy Statement**

Pilgrims School recognises its responsibility to ensure the safety of staff, students and visitors whilst on the Pilgrims School premises should emergency situations arise.

Following the advice from the Government's Project Griffin campaign, which is "Run, Hide, Tell", should an incident of this nature arise, it would be impractical and unsafe for the entire school population to "Run" so the lockdown procedure here is to "Hide".

## **Procedure**

A lockdown, either partial or full, may be required for a variety of reasons including extreme weather, threat of violence, intruders etc.

A partial lockdown allows the school to continue to function with a degree of normality whilst ensuring that all students and staff are kept safe inside the building.

A full lockdown is utilised in the most serious circumstances and this is used to keep the school community as safe as possible in an emergency situation.

The decision to go into lockdown, either partial or full, must be made by the Senior Leadership Team. Once in partial lockdown, it is possible to transition into full lockdown and vice versa.

A lockdown will be signalled to staff via whole-staff email and members of the Senior Leadership Team (SLT) / Office staff walking the site & telephoning classrooms to ensure all staff are aware. If children are on the playground, they will also ensure that the bell is rung. SLT will specify if the school is in full or partial lockdown.

### **Procedure for Partial Lockdown**

All students and staff remain in / return to the building. Where pupils are off site (including in the Sports Hall) SLT will make the decision on whether it is safer for them to stay where they are or to return to site, and they will be contacted by mobile phone.

Classes taking place outside will go immediately to their classrooms

If a lock down is activated during break or lunch all students and staff who are outside go immediately to their classrooms, students and lunchtime supervision staff in the dining hall remain there, classroom based staff who are not with their class must return to their classroom to ensure supervision ratios are in place

Staff that do not have a lesson timetabled should go into the nearest classroom or office

All mobile phones must be switched to silent and must not be used to alert anyone that the school is in a lockdown situation

All teachers must lock their external doors using the thumb turn

The Estates Team will ensure that all external gates and doors in unoccupied areas are locked

All windows must be closed fully and blinds drawn where they are fitted

The school day will continue to run as normal although no-one is allowed to leave the building

All staff and students remain in the building until the all clear is given. This will be communicated through SLT informing all staff

## **Procedure for Full Lockdown**

All students and staff remain in / return to the building. Where pupils are off site SLT will make the decision on whether it is safer for them to stay where they are or to return to site, and they will be contacted by mobile phone

Classes taking place outside will go immediately to their classroom

If a lock down is activated during break or lunch all students and staff who are outside go immediately to their classrooms, students and lunchtime supervision staff in the dining hall remain there, classroom based staff who are not with their class must return to their classroom to ensure supervision ratios are in place

Staff that do not have a lesson timetabled should go immediately to their classroom or office

All mobile phones must be switched to silent and must not be used to alert anyone that the school is in a lockdown situation

All teachers must lock their external doors using the thumb turn

All children in main school are to sit on the floor under their desks. All children in pre-school and Little P's are to sit on the floor as far away from doors and windows as possible

The Estates Team will ensure that all external gates and external doors in unoccupied areas are locked

All windows must be closed fully and blinds drawn where they are fitted

All lights are to be switched off

All internal doors to be locked using the thumb turn locks

All staff and students remain in their rooms until the all clear is given. This will be communicated through SLT informing all staff.

## **Procedure for Senior Team**

Once the decision to activate a lockdown has been made and the lockdown has been communicated to staff, the following people go to the green room where they will control the situation:

- Headteacher
- Deputy Headteacher
- Finance and Office Manager
- Estates and Property Manager
- Deputy Estates and Property Manager
- Receptionist
- Registrar

This team will communicate with parents through email, text messaging and social media (2SMS log in details: [s.cole@pilgrims-school.org.uk](mailto:s.cole@pilgrims-school.org.uk) p/w pilgrims)

This team will contact any staff off site with students and take the decision on whether they are to remain off site or to return to school.

This team will inform staff of the "All Clear" by SLT walking the building / telephoning classrooms and informing every member of staff

This team will call the emergency services

### **Procedure for Estates Team**

Once lockdown has been declared, the Estates team will ensure that all external gates and external doors in unoccupied areas are locked

The team must move around inside the building and lock the doors from the inside where this is possible

Once the site has been secured the team must go to the main office

Once the All Clear has been given, the team will unlock all external doors

### **Procedure following the All Clear**

Once the All Clear has been given, all staff and students will line up on the playground as they do for a fire drill.

Paper registers will be completed for all students in the same way as a fire evacuation.

The receptionist is responsible for collecting swipeon i-pad from reception

<https://www.gov.uk/government/publications/project-griffin/project-griffin>

### **Lockdown Checklist**

Step	Check	Time	Signed
Use signal to initiate Lockdown			
Ensure Pupils are inside			
Secure Gates & Doors			
Contact Emergency Services			
Contact any staff off site			
Contact parents through text and email			
If safe, check for any missing students			
Decision taken to issue All Clear			
All Clear signal sent			
Unlock doors			
Full register taken			

## **Suggested wording to send to parents**

Text:

Following advice from the authorities Pilgrims School is in lockdown. Everyone is safe inside the building. Do not come to the school. More info to follow as we have it.

Email:

Following advice from the authorities Pilgrims School has gone into Lockdown. All students and staff at the school are safe inside the building, anyone off site is remaining off site where they are safe until the situation has been resolved.

Please do not come to the school as you will not be able to get in.

We will contact you with more information as we have it.

Many thanks  
Mrs J Webster  
Headteacher

