



DVIS Lockdown Policy and Procedures

Rationale

Dulwich Village C of E Infants' School is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside of the school perimeter.

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Aims

1. To provide a safe and secure environment for our students, staff and visitors.
2. To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Implementation

All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

For parents:

Parents too should know that the school has a lockdown policy, and a copy will be placed on the school's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. Please be assured in the event of a lockdown that the school's overriding consideration is the safety and well-being of your child and school personnel.

Lockdown Procedures for Lake and Francis Building

Partial Lockdown for outside threat

The following procedures should be followed when the threat is **outside** of the school main building/perimeter.

Alert to staff by member of Strategic Leadership Team (SLT), Business Manager, Premises Officer and designated member of staff in the Francis Building: **'Partial lockdown'**.

A **whistle** will also be blown and **'lockdown'** shouted.

A call will be made to either Lake or Francis Building.

Be direct. DO NOT USE CODES.

Immediate action:

1. Exterior perimeter doors/gates will be or will remain locked.
2. All outside activity to cease immediately, pupils and staff return to buildings via nearest entrance (Lockdown at Lunch – MMS to either remain in hall or head into classes if outside)
3. All staff and pupils MUST remain inside and in the room they have entered.
4. Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
5. Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room. Teachers record the number of pupils and adults in class to hand to the Leadership Team. Numbers for children and adults present will be collated by the Leadership Team.
6. **If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point.**
7. DO NOT leave the school site until you have been given the "all clear" by a member of SLT.

Full Lockdown for internal threat

The following procedures should be followed when the threat or intruder is **inside** of the school building/perimeter:

Alert to staff by member of Strategic Leadership Team (SLT), Business Manager, Premises Officer and designated member of staff in the Francis Building: **'Full lockdown with intruder'**.

A **whistle** will also be blown and **'full lockdown'** shouted.

A call will be made to either Lake or Francis Building.

Be direct. DO NOT USE CODES.

Immediate action:

1. Exterior doors/gates are NOT to be locked.
2. Pupils that are OUTSIDE of the MAIN buildings i.e. not on the premises SHOULD NOT re-enter the building, staff should escort children to an alternative safe haven. This is St Barnabas Church.
3. Pupils inside the building or on the premises MUST return to the nearest classroom.
4. Classroom doors are locked (where a member of staff with key is present) and barricaded.
5. Windows to be locked, blinds drawn, pupils are to sit quietly out of sight (e.g. under desks or around a corner and away from windows.)
6. Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room. Teachers record the number of pupils and adults in class to hand to the Leadership Team. Numbers for children and adults present will be collated by the Leadership Team.
7. **IGNORE any fire alarm activation, as the school will not be evacuated using this method, instead a hand held emergency air horn will be sounded by SLT.**
8. DO NOT leave the building until you have been given the all clear by a member of SLT or authority figure.