DARRICK WOOD
INFANT & NURSERY SCHOOL

LOCKDOWN POLICY

FEBRUARY 2025

Next Review Date: February 2028

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

DARRICK WOOD INFANT & NURSERY SCHOOL

LOCKDOWN POLICY

DISTRIBUTION OF COPIES

Master Copy	CEO of Chancery Education Trust
Copy One	Principal/Headteacher
Copy Two	Chairman of the Trust Board
Copy Three	Health and Safety Governor
Copy Four	Caretaker/ Site Manager
Copy Five	Finance Officer
Copy Six	Staff Room – all staff
Copy Seven	Administration Office for Visitors, Contractors & Parents Viewing
Copy Eight	Nourish – Kitchen Manager

Rationale

On very rare occasions it may be necessary to seal off the Academy School so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the Academy School grounds or outside the Academy School in the near vicinity.

A lockdown is implemented when there are security risks on the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs or serious weather conditions. Academy Schools will enter into a Low-Risk Lockdown.

In the event of access by unauthorised persons intent in causing harm/damage, Academy Schools should implement the High-Risk Lockdown.

The designated emergency meeting point for Darrick Wood School & Nursery is Griffins, Sensory Support Service, Lovibonds Avenue, Orpington, Kent BR6 8ER telephone number 01689 889851.

Low-Risk Lockdown

Security Risks:

- Near-by chemical spillage
- Proximity of dangerous dogs
- An incident or civil disturbance in the area
- Serious weather conditions

Procedures

Any member of staff who identifies a potential risk must immediately contact the most senior staff member on site or office staff by whichever means they feel best - class telephone/walkie-talkie or mobile phone (Restrictions on use of staff using their mobiles will be lifted, mobile phones must be put into silent mode) clearly stating that it is a Low-Risk Lockdown – providing a brief description of the security risk.

A member of the senior staff or office staff must activate the 'Panic Button' and immediately alert the emergency services by dialling 999 which is located in the Main Office or in the CEO office next to the Fire door.

- At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed
- Staff to support children in keeping calm.
- Children or staff not in class for any reason e.g. children using toilets, in an assembly or dining hall, will proceed to the nearest occupied classroom and remain with that class and class teacher
- Staff with children outside on playing fields should proceed back into the Academy School. If this is not possible they should attempt to find alternative shelter, or go to the designated emergency meeting point, Griffins
- Staff to remain in lock down positions until informed by the Principal/Headteacher that there is an all clear

High-Risk Lockdown

Security Risks:

- Terrorist Attack
- Access by unauthorised persons intent in causing harm/damage

Procedures

Any members of staff who have initial sight or believe that the Academy School staff and pupils are under threat **MUST** activate the high-risk lockdown procedure.

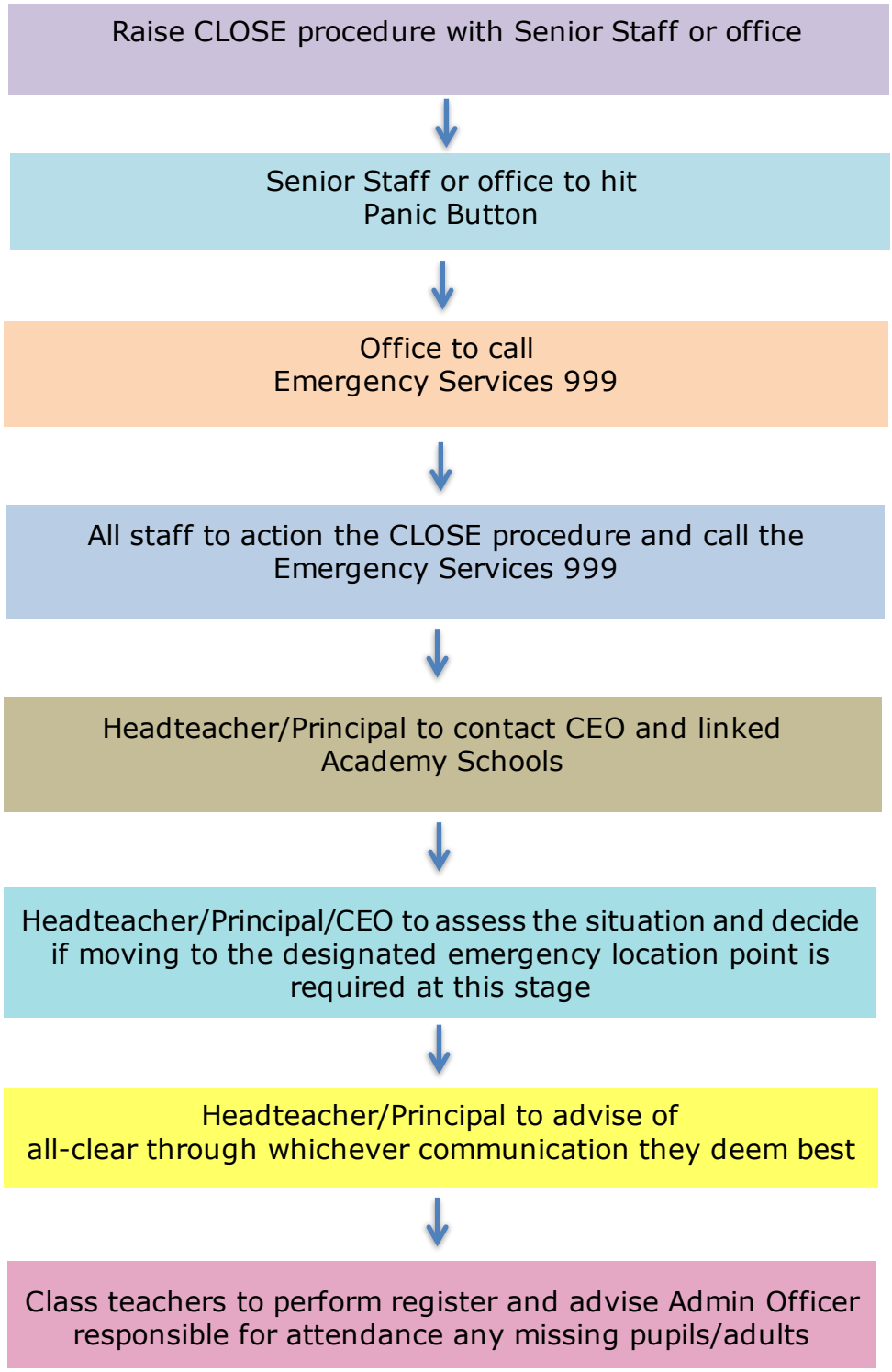
The member of staff must immediately contact the senior staff or office by whichever means they feel best - class telephone/walkie-talkie or mobile phone (Restrictions on use of staff using their mobiles will be lifted, mobile phones must be put into silent mode) clearly stating that we are to follow the **CLOSE** procedure.

A member of the senior staff or office staff must activate the 'Panic Button' and immediately alert the emergency services by dialling 999. All staff should action the CLOSE procedure and as a precaution, all staff are encouraged to call the emergency services by dialling 999 in the event that the office staff are unable to.

If pupils are outside on the playground, staff should immediately take them to the nearest safe area inside the building. If this is not possible, they should attempt to find alternative shelter, or go to the designated emergency meeting point, Griffins. Everyone should remain where they are until the all-clear is given.

Responsibility Structure

To prevent confusion and mis-communication, if you are unable to contact a member of office staff in the first instance as set out in this policy, your next point of contact will be the Principal/Headteacher, then the Deputy/Assistant Headteacher.



Staff to follow the **CLOSE** procedure:

Close doors
Lock windows and lower blinds
Out of sight
Silent and still
Everyone Listen

- The above signal will activate a process of children being ushered into the Academy School building, ensuring the classroom doors and windows are closed and where possible are locked and screened. The offices, connecting doors and all outside doors/ shutters are closed where it is possible to remain safe
- All staff to alert the police
- Principal/Headteacher to inform the CEO and any linked Academy Schools
- The children must remain in the room they are in and the staff will ensure the doors and windows are closed and where possible are locked and screened. Children should be positioned away from possible sightlines from external windows/doors. Staff should instruct children to position themselves, as appropriate. Everybody should remain calm and quiet. Lights, smart boards and computer monitors to be turned off. Mobile phones are put on silent mode
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets, in an assembly
- Children and staff in the dining hall when lockdown procedure is engaged must remain there. Dining staff to keep children calm and quiet
- Staff taking classes/P.E/Forest School on the playing fields must attempt to find alternative safe shelter for themselves and the children in their care and where possible go to the designated emergency location point. The member of staff should contact the office in the first instance advising of their location, if contact is not made, then the member of staff should contact the Principal/Headteacher or Deputy/Assistant Headteacher
- Staff to support children in keeping calm and quiet.

Communication with parents

In the event of a lockdown that extends beyond normal Academy School hours/collection time, parents will be notified as soon as it is practical via the Academy School's established communication network.

- Parents will be asked not to contact the Academy School as this could tie up the phone lines and interfere with calling the emergency services.
- Parents will be asked not to come to the Academy School in person as they might get in the way of the emergency services and even put themselves in danger.

- Parents should wait for the Academy School to contact them about when and where it is safe to collect their child/ren
- A letter to parents will be sent home on the nearest possible day following any serious incident setting out when the Academy School will be re-opening, actions and support that will be offered to the children

The designated emergency meeting point for Darrick Wood School & Nursery is Griffins, Sensory Support Service, Lovibonds Avenue, Orpington, Kent BR6 8ER telephone number 01689 889851.

Lockdown drills

Lockdown practices will take place at least once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Age appropriate information will be shared with children during assemblies.

Please note the lockdown alarm will sound once. The lockdown status remains live until further communication confirms that the school can step down from lockdown.

Monitoring and Implementation Policy

The policy is reviewed every three years, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Lockdown Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET Board	February 2025
Review by Committee	CET Board	March 2025
Approved by Committee	CET Board	July 2025
Adopted by Governing Board	Local Governing Board	October 2025
To be reviewed every three years		
Review by	February 2028	