

Lockdown Policy and Procedure

In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat very quickly. Lockdown procedure restricts unauthorised access quickly, prevents staff and children from moving towards danger, and delays the identified risk from entering the building. Examples of incidents requiring lockdown are:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Procedure

In the event that The Ark needs to be locked down, the manager will walk through The Ark blowing a whistle in short, sharp blasts. When you hear this signal: bring children who are outside into The Ark's building quickly. Stay calm.

- Keep children in their rooms
- Stay away from windows and doors.
- Stay below window level and keep calm
- Check/close/lock any external doors, windows in your room
- Close blinds
- Check your register and notify the manager immediately of any missing children, encourage children to remain calm
- Once in lockdown, stay in your rooms and await further instructions
- If the building needs to be evacuated the fire alarm will be sounded. Follow usual fire procedures and evacuate to the main school playground.
- Contact the emergency services on 999 if necessary
- Notify parents by email
- As soon as the emergency services arrive staff must comply with their instructions at all times.
- **Remain alert**
- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Managing parents

Parents will be informed that The Ark has a lockdown procedure. Parents will be given enough information to reassure them. Explain that The Ark understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. The Ark's lockdown procedure will be published and made available on our website. Parents should be requested not to contact The Ark. Contacting The Ark will block the telephone lines when they are needed to communicate with the outside world. Children will not be released to parents during a lockdown. Finally, parents should wait for The Ark to contact them when it is safe to collect their children and from where this will be; parents should also be made aware of what will happen if the lockdown continues beyond The Ark's normal hours.

Wording to be used for the email message to parents following lockdown:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Staff must rehearse 'lockdown procedures with children in an age appropriate way, as they would rehearse fire evacuation. Lockdown must be rehearsed and recorded termly.