



THE WEBBER
INDEPENDENT SCHOOL



Lockdown Policy and Procedure 2024/2025

Reviewed: July 2024
Next Review : July 2025

The Webber Independent School – Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- Headmistress, Leadership Team or office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by Headmistress, Leadership Team, or office staff that it is in 'lockdown' or continuous blasts of siren and message on school intranet
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Full class is accounted for by Staff who complete a head count as soon as possible and notify the SLT by phone Headmistress on School intranet, if a child is missing; in the event this is the case the school will follow the Missing Child Policy or notify if an 'extra' child has been brought into the classroom for safety.
- All staff will remain in classrooms, keeping children calm and away from windows and doors.
- All children in external PE lessons will be advised to return to the school building or PE Hall

Follow the **CLOSE** procedure:

- Close all windows and doors (draw blinds/curtains if present)
- Lock up – lock or wedge doors closed
- Out of sight; minimise movement
- Stay silent and avoid drawing attention
- Endure; be aware you may be in lock down for some time
 - a. Take a roll-call and record the names of all persons present in the room in ISAMS.
 - b. Log onto a school computer and access their School email.
 - c. Follow the guidance/instruction given via School email.
 - d. Authorise release of pupils from location only when directed by Incident Manager (Silver) Matt Paris via school email.

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an electronic message sent out via the Parent App.

School is in a lock down situation due to

The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.

Please do not collect your child or come to the school until you receive the 'all clear' message.

Thank you

The school will undertake a periodic rehearsal of lockdown procedures. This may take place on a staff training day, in order to minimise stress or anxiety caused to the pupils.