Wyburns Primary School

Shared Moral rooting- The driving force that gives ethical and moral validity to the organisation. A higher purpose that can be relied upon to drive the organisation. A rooting is long lasting and outlives the wishes of one individual or another.

- UNICEF rights of child

Shared Values- Actions and things we do day to day; we live our values to get to our vision:

- Altruistic- Doing good things whenever, however and to whoever you can
- Pioneering- striving to discover new things and exceed expectations
- Ethical- Making conscious decisions to be kind and fair

Shared Vision- an aspiration for the future. This holds the different parts of the organisation together. The shared vision is something each part works towards, in its own way. Specific enough that it stands you apart from others in the same field.

Nurturing Brilliance, Guiding Exploration, Cultivating Respect- a committed journey to put every learner's individuality, curiosity, and dignity at the forefront of the world that awaits.

Lockdown Procedure

Wyburns Primary School is a Rights Respecting School. Our policies are underpinned by the UNCRC.

Article 29 (goals of education)

- *Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*

Date Policy Created:	Autumn 25
Review:	September 2026, September 2027

The Lockdown Procedure is activated in the unusual circumstance where children are endangered if they leave the safety of the school.

- Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.
- Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.
- Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand.
- Standard practice is not to comment to any member of the public until a plan of action is determined by the Senior Leadership Team.

Incidents that may require lockdown:

- Animal on site- dog - Level 1
- Police incident in the town - Level 2
- Facilities Incident - Gas leak, power failure - Level 2
- Stranger on site - Level 3
- Terror threat - Level 3
- Air pollution - Level 2

Staff responsibilities

Staff Member	Responsibilities
Head of School/SLT	Decide on the type of response needed, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Office Staff	Escort visitors to AHT office Communicate with parents/carers via teachers to parents.

Teachers and support staff	Bring class pupils to the classroom or the other place of safety listed below. Take register and stay with pupils. Acorns into Elm class Year 1- stay in class Year 2- go to Year 1 class Year 3 - library Year 4- library Year 5- resource room Year 6- resource room
Site manager	Make sure all access points are secured and head to AHT office If the site manager is not on site, SLT to secure access points.
Kitchen staff	Head to cupboard in the kitchen and close the door

Security lockdown signals

Alarm or signal for lockdown	Signal for all clear

Internal message systems- Google Chat - All teachers. LOCKDOWN typed in capital letters Word of mouth - One LOCKDOWN Whistle blown by SLT- Five long whistles Bell- 5 bells If incident is located outside of main SLT space, teacher to blow five long whistles. If in lockdown and fire alarm goes off, wait for chat to message 'STAY' or 'EVACUATE'.	Internal message systems

<u>Security lockdown plan</u>

Our safe assembly points	Visitors are escorted to the staffroom, if safe to do so or enter the nearest classroom. Pupils and staff remain in class or move to the closest classroom and lock the door from the inside. Pupils and staff at Spring Gardens are to remain in the Pavilion.
Secure entrance and exit points	Windows closed by staff/blinds down Gates remain locked Office hatch closed

Bring pupils inside	5 long whistle blows in each building Staff line up class and move into the building calmly Take register within classroom
Steps to increase protection	Lock and screen doors Position children away from sightlines from external doors and windows – for example, under a desk Turn off lights and monitors Make sure mobile phones and electronic devices are on silent, or turned off Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Google chat is used to communicate LOCKDOWN
Communication with parents/carers during a lockdown	Parents will be informed via text once the immediate threat has gone. Parents will be asked not to call the school, as this will tie up lines that would be used

	to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	Break out spaces within locked classrooms will be used Depending on circumstances, free movement within the building may be permitted.
Lockdown duration	The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	If an evacuation is needed, SLT will communicate verbally and via Google chat. Staff line up classes and walk to: Name: Muster point Type of venue:KS2 playground and field Registers will be taken.
Security lockdown drills	Pupils will practise moving into the building for a lockdown termly.

<u>Lockdown drill action checklist</u>

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent.		

Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		