



## Security Lockdown Procedure

At Hartford Manor, we take safeguarding and the safety of your child very seriously. It is important that we put procedures in place and plan even for those events that are very unlikely to occur.

### **What is a security lockdown and when would it happen?**

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it's safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

### **Communication with Parents and Carers**

Parents and Carers will be notified as soon as it is practical to do so via School Gateway.

The message will state:

***'Hartford Manor Primary School & Nursery is in lockdown. In order to keep lines free for emergency services, the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out...'***

Depending on the type and severity of the incident, parents/carers may be asked not to collect children from school as it may put them and their child at risk. Children will **not** be released to parents/carers during lockdown.

Parents/carers are asked **not** to call the school as this may tie up emergency telephone lines. If the end of the school day is extended due to the lockdown, parents/carers will be notified

and will receive information about the time and place pupils can be collected from office staff/emergency services.

### **Emergency Services**

Lines of communication with Emergency Services will be kept open as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

In the event of a prolonged lockdown or a more serious scenario, Cheshire West and Chester (CWAC) Emergency Planning Team has the capacity to provide humanitarian assistance by establishing a reception centre for friends and family outside of the cordoned area. This will be communicated to Parents and Carers via School Gateway.