



Falkner House School Security and Lockdown Policy

Nursery - Year 6 including EYFS

School security is dependent on entry to the buildings being properly secured and protected at all times, so as to minimise the risk of unauthorised people gaining access to the premises. Opportunist thieves are always on the look-out for weak areas of security and all staff are responsible for ensuring the security of the school and pupils. Staff must take every precaution to minimise personal loss by ensuring their belongings are secure at all times.

The security of pupils, staff and visitors is of paramount importance. The front doors of the school remain closed at all times and the inner door is also kept closed. Pupils are never allowed to open the front door and they are instructed that once in school they must never leave without saying goodbye to a member of staff. A member of staff, generally the headteacher, is always on duty at drop off each morning and they are charged with being alert to the possibility of a child running back to their parent e.g. for a forgotten item.

Visitors

The school has a video entry phone system. Access is only allowed once the identity of the caller has been clearly established. No member of staff should allow a stranger to enter the premises. They should be left politely on the doorstep and asked to speak to the secretary on the entry phone. All visitors and maintenance staff sign in at the office. They are given identity badges and any staff who sees an outsider without such a badge should notify the office immediately. Visitors are always accompanied around the school.

The inner front doors of 17 and 19 Brechin Place and 20 Penywern Road are opened from the porch by a digital lock. Although the code is widely known to staff, authorised personnel and parents, the access number is not made available to visitors not known to the school. This number is changed annually. It is essential that these doors are kept shut at all times and not left hooked open. This is to minimise the risk of tailgating people entering the school or gaining unauthorised entry on people leaving the school.



Brechin Place (BP)

The main entrances / exits to the school are

- Main entrance to the school (and the 4th floor residential flat)- front door 19 BP.
- Main entrance to Nursery - front door 17 BP. This is usually opened / closed by Nursery staff
- Nursery basement 17 BP (always locked)

The other entrances / exits are to the playground on the Old Brompton Road are

- Aviary rear ground floor door 17 BP
- Reception rear ground floor door 19 BP
- Nursery rear basement door 17 BP
- Dining Room rear basement door 19 BP
- Kitchen access front basement entrance / exit to 19BP for deliveries to the kitchen

All the rear entrances / exits are vulnerable when rooms are un-occupied. Staff must ensure that when they leave any of these rooms at the end of the school day and the playground is empty, then the doors from Avery, Reception, Nursery and the dining room must be locked with the door bolts.

The playground at BP is accessed from the Old Brompton Rd via gates which are only open at the start and end of school or for pedestrian access to coaches. The gates are padlocked at all other times. The code is only known by staff members and is changed annually. Whilst unlikely, staff should be aware of the possibility of unauthorised persons gaining access by climbing over the gates or side fences.

Penywern Road (PR)

The main entrances / exits to the school are

- Front door – raised ground floor.
- Lower Ground floor door for the Reception class and deliveries to the kitchen.

There is access to the enclosed playground from both the Big Room on the ground floor and Reception in the basement. There is no external access to the playground



Lockdown

A lockdown is implemented when there are serious security risks for the premises which may include a nearby chemical spillage, serious weather conditions or attempted access by unauthorised persons intent on causing harm or damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are taking place by the three loud blasts of the fire alarm. This will be activated by a member of the office staff.

Procedures

When the lockdown alert has been sounded, all staff and children should:

- remain in the room they are in or move as quickly as possible to the nearest room.
- Staff will ensure that all windows and doors are closed and locked where possible and children are positioned away from possible sightlines from doors and windows.
- All lights are to be turned off and devices put on silent mode.
- Remain in the room until the all clear has been given
- If practicable, staff should notify the office by email, via iPad, that they have entered lockdown and identify missing children. They should also notify the office of any extra children who have locked down in their room.
- Staff should support children in keeping calm and quiet as possible.

All personnel are to remain in lockdown positions until informed by key staff e.g. Headteacher, Office Staff or Emergency services in person that there is an 'all clear'.

Staff Roles

The principal, headteacher or bursar will:

- be nominated as the lockdown manager to initiate, control and conclude the lockdown.
- contact the police
- contact the teacher of any class that is off site to warn them that the school is in lockdown and that they should remain at the venue. They will be notified when it is safe to return.

**Teachers will:**

- keep a calm atmosphere in the classroom by, for example, reading a story and having the children engaged in a quiet activity. They must be alert to the emotional needs of the pupils.
- not allow anyone out of the classroom under any circumstances during a lockdown..

Communication with Parents

Contact with parents will be via email if it is safe and practicable to do so. Depending on the type and severity of the incident the school will:

- not release the pupils to parents during lockdown.
- request that parents do not telephone or attempt to enter school.
- notify parents as soon as possible when and where pupils can be safely collected.

Lockdown Drills

The school will conduct lockdown drills at least once a year and staff will be debriefed so as to identify required improvements.