



KEEP SAFE POLICY
APPROVED BY GOVERNORS JUNE 2024
TO BE REVIEWED JUNE 2027

Introduction

Lock Down procedures at the school will be known as 'Keep Safe Register' drills.

Keepsafe procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Keepsafe procedures may be activated in response to any number of situations, but some of the more typical might be:

- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud, etc)
- The close proximity of a dangerous dog/animals roaming loose
- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

NB: Our school has sought guidance from Sussex Police and East Sussex County Council in the development of the Keepsafe procedures.

Parents

Parents too should know that the school has a keep safe plan, and a copy should be placed on the school's website.

Ensuring effectiveness

It would also be good practice to:

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
2. Carry out regular Keepsafe drills with all staff and pupils
3. Display Keepsafe drill information in every classroom alongside information relating to fire drills

Precautionary Measure

'Keepsafe' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Emergency Services

It is important to keep lines of communication open with Emergency Services 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 Keepsafe procedure. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Keep Safe Register Drill

WT – Walkie Talkie

- 1 Lock Down procedures at the school will be known as 'Keep Safe Register' drill.
- 2 The 'keep safe' alarm is an intermittent ringing of the school bell, one second on/ one second off. The office will make contact on the WTs stating where the danger is. All staff must be alert and ready to listen.
- 3 When keep safe alarm is sounded, bring children together for register. A class list should be kept by your desk for this.
- 4 If fitted, draw classroom blinds. Lock classroom doors with key kept in each classroom.
- 5 Staff with classes outside the school will need to direct the children in or out depending on whether the danger is inside or outside the school, as said the office will make contact stating where the danger is. After moving in/ staying out as appropriate they should then take the register and wait for the Office to make contact.
- 6 When the office makes contact with each class, class teachers should clearly state: all present and correct and 'name' missing/ extra child/children from another class etc. If there is any confusion over whether all children are present, this should be part of your message to the office who will then check with registers/ other messages and get back to you.
- 7 The airwaves on the WTs must be kept clear for the office to direct. Staff must only answer when office has directed.
- 8 You will be told via the WTs when the drill is over.
- 9 If for any reason you are away from your register, check numbers with you and wait for office to make contact, state where you are and go to nearest class. Those in library go to hall, ICT suite go to Y5 or Y6.
- 10 There are also WTs in the hall, staff room, kitchen and Quiet Noisy room.
- 11 A WT must always be taken with you outside for play duties, games lessons etc. TAs/ MDSAs should also take out a WT and return to same base after duty. You may not hear the alarm outside, but must keep WT on and with you at all times for any keep safe messages.

Practice drills will take place on a regular basis in order that all of the school community is familiar and confident with the Keep Safe Register Drill. The Office will keep a record of when drills take place and the time taken.

NB: The purpose of keep safe drills is to build confidence for staff, children and parents, not to increase anxiety. One example is that we will check we can lock doors if necessary rather than actually locking them, which could cause distress if a child is locked out of class during a drill. It is through 'table top' exercises and drills combined that we will gradually improve our procedures and build confidence. *See appendix 1 – copy of drill procedures.*

Salehurst CEP School - Security lock down drill
walkie-talkie radio (WT Radio) communication

Page 1 of 2

DRILL OR EMERGENCY DURING CLASS TIME

Date & time of drill:.....

NB: Blue text is words that office staff speak during the drill. Please speak clearly, slowly and precisely.

Step 1 – office to turn key & sound lock down alarm for 45 seconds and then turn off.

Step 2 – office to say on walkie-talkie **at the same time as the drill is sounding**

**“This is a keep safe register drill – repeat – this is a keep safe register drill”
(if not a drill - then say NOT A DRILL)**

Good practice to state to avoid a particular area eg

Please avoid front of school (OR school field) (OR staff car park) etc

Step 3 – office to say **“please do not speak on walkie-talkies for now, assemble together & make ready and in 2 minutes we will be asking for each class to report”.**

.....After 2 minutes

Step 4 – office to say **“As I call out - each adult with a walkie-talkie please respond with name of classes that you are with, where you are in the school or school grounds and then state “all adults & pupils present & correct except for “**

Step 5 – Then office to work from top of list asking each to report and write down any missing persons.
Office to say after each class – **“message received thank you”**

Thank you – drill over – well done everybody

NB – In case of real danger and not a drill, if a class is out on a trip office to phone the lead person to say to stay away from school site until informed safe to return.

Notes from drill carried out

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.....Signed:

.....Headteacher: Mrs L Avarð or Deputy Head: Mrs K Robertson

WT	Class / area	Where in school?	All present ✓	Page 1 of 2
				Except for...?
Remind everyone again “As I call out - each adult with a walkie-talkie please respond with name of classes that you are with, where you are in the school or school grounds and then state “all adults & pupils present & correct except for no need to say if a child is absent from school”				
1	Eagles Class please report			
2	Hawks Class please report			
3	Buzzards Class please report			
4	Kestrels Class please report			
5	Falcons Class please report			
6	Merlins Class please report			
7	Owls Class please report			
8	Headteacher please report			
9	SEN room please report			
10	Forest School please report			
11	Kitchen please report			
12	Staff room please report			

13	Office please report			
14	Music room please report			
15	Anyone else not yet reported eg Hall or grounds please report			

Salehurst CEP School - Security lock down drill
walkie-talkie radio (WT Radio) communication

Page 1 of 2

DRILL OR EMERGENCY DURING BREAK & LUNCHTIMES

Date & time of drill:.....

NB: Blue text is words that office staff speak during the drill. Please speak clearly, slowly and precisely.

Step 1 – office to turn key & sound lock down alarm for 45 seconds and then turn off.

Step 2 – office to say on walkie-talkie **at the same time as the drill is sounding**

**“This is a keep safe register drill – repeat – this is a keep safe register drill”
(if not a drill - then say NOT A DRILL)**

Good practice to state to avoid a particular area eg

Please avoid front of school (OR school field) (OR staff car park) etc

Step 3 – office to say **“please do not speak on walkie-talkies for now, assemble together & make ready and in 5 minutes we will be asking for each class to report”**.

.....After 5 minutes

Step 4 – office to say **“As I call out - each adult with a walkie-talkie please respond and state who you are, where you are in the school or school grounds and then state how many pupils you have with you”**.

Step 5 – Then office to work from top of list asking each to report and write down any missing persons.
Office to say after each class – **“message received thank you”**

Thank you – drill over – well done everybody

NB – In case of real danger and not a drill, if a class is out on a trip office to phone the lead person to say to stay away from school site until informed safe to return.

Notes from drill carried out

Signed:Headteacher: Mrs L Avarde or Deputy Head: Mrs K Robertson

WT	Class / area	Where in school?	All present ✓	Page 1 of 2
				Except for...?
Remind everyone again “As I call out - each adult with a walkie-talkie please respond and state who you are, where you are in the school or school grounds and then state how many pupils you have with you - no need to say if a child is absent from school”				
1	Hall & Kitchen together – please report			
2	Eagles Class please report			
3	Hawks Class please report			
4	Buzzards Class please report			
5	Kestrels Class please report			
6	Falcons Class please report			
7	Merlins Class please report			
8	Owls Class please report			
9	Headteacher please report			

10	SEN room please report			
11	Forest School please report			
12	Staff room please report			
13	Office please report			
14	Anyone else not yet reported eg grounds please report			