

West Haddon Endowed C of E School

Policy Document

LOCK DOWN POLICY AND PROCEDURES

‘Where Happiness Promotes Success’

OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

Our current Mission Statement

We are proud of the Christian love and care which we extend to all our children, staff, parents and the local community. Standards of teaching and learning reflect our high expectations of achievement. Christian values are at the core of our school family.

Prepared by:	Headteacher	First Issued:	May 2019
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Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented where there is a serious security risk of the premises due to, for example, near-by-chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) **Guidance***

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the Police.

Be alert, but not alarmed!

On receipt of a "bomb threat" – Dial 999 and Police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing 6 short bursts of an airhorn from the library, hall and playground. Airhorns are stored in the Headteacher's office and on the top of the kitchen units in the staffroom.

The 'All Clear' signal will be one long continuous burst on the airhorn from the library, hall and playground.

Procedures:

1. The Headteacher or person in charge of the school will coordinate the response for the lockdown according to the potential threat.
2. The office staff will coordinate the lockdown response for visitors and teachers will ensure that any volunteers connected to their class join their classroom lockdown.
3. The lockdown signal will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the

locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe.

4. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and the children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is not in their classroom they are to go to one of the nearest rooms e.g. hall.
6. If practicable classteacher/HLTA taking the class should notify the office that they have entered lock down and those children, allocated staff and volunteers not accounted for via email from the classroom.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff will support children in keeping calm and quiet.
8. Staff will remain in lock down positions until informed by the all clear signal or the office manager or a member of the leadership team.
9. As soon as possible after the lock down teachers return to their base classroom and conduct a register and notify the office immediately of any pupils not accounted for.

Staff roles:

1. Front office staff ensure that their office(s) are locked and Police called if necessary. They will also coordinate any communication needed with parents and emergency services.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manager to head to office if on site and if practicable.
4. The office staff will coordinate the lockdown response for visitors.
5. Teachers will ensure that any volunteers connected to their class join their classroom lockdown as well as the children within their care.
6. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery.
7. Staff in PPA room or Rainbow room to lock down in this room.
8. Catering staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network via Parentpay.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.

- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Additional information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en=gb>