



***For every child to reach their potential and  
'Live Life in all its Fullness.'***

**Policy:** Lockdown

**Policy Written:** September 2019

**Policy Renewed:**

September 2020	No Amendments
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**Next Renew Date:** Sept 2021

As part of our Safeguarding and Health & Safety procedures school has a separate policy for incidents that may result in a Lockdown.

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 when there is serious risk to the premises due to; bomb scare, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons.

NaCTSO (National Counter Terrorism Security Office)

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 either to do with school or the surrounding area 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 FULL LOCKDOWN

- Staff will be notified that full lockdown procedures are about to take place on hearing the sound of the Whistle, this will be one long blast.

Procedures – Follow the **CLOSE** procedure

**C**lose up all the windows and doors

**L**ock up all doors

**O**ut of sight and minimise movement

Stay silent and avoid drawing attention

Endure - be aware that you may be in lockdown for some time

1. The above signals will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors/shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from sightlines from external windows/doors. Lights, smart boards and computer monitors are to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and teacher.
4. If practical, staff should notify the Headteacher, Deputy Head or SBM that those children in their class are not accounted for.
5. If practical, a member of staff should notify the Headteacher, Assistant Head or School Business Manager that they have children from another class in their room.

### NO ONE SHOULD MOVE AROUND THE SCHOOL

1. Staff are to support the children by keeping them calm and quiet
2. Staff are to remain in the lockdown positions until informed by a member of SLT that there is an all clear
3. As soon as possible after the lockdown teachers and children should return to their own classrooms and take the register and notify the SBM if there are any children unaccounted for

### Staff Roles

- SBM to make sure her office window and door is locked
- SBM to make sure that main front door is locked
- Headteacher and Deputy Headteacher stay in their office but are aware if possible of children missing from classrooms
- Individual teachers to make sure that their classroom doors, windows and blinds are shut
- If kitchen staff are still on site they must ensure that their doors and windows are locked, once kitchen staff have left site these areas are already locked
- Nearest member of staff to check hall windows

Individual staff cannot sign out or leave the premises during lockdown.

### Communication with Parents

- If necessary, parents will be notified as soon as it is possible to do so via the schools communication system. This will be done via dojo, facebook and the website
- Depending on the type and the severity of the incident, parents will be asked NOT to collect their child from school as it may put them and their child at risk
- Pupils will NOT be released to parents during a lockdown
- 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 the lockdown, parents will be notified and will receive information about the time and place that pupils can be picked from
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances

## **Partial Lockdown**

This may be the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be the result of a warning being received regarding the risk of air pollution.

Partial lockdown is a precautionary measure but puts school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

### **Notification of a Partial Lockdown**

- Alert given out to staff - **Staff will be notified that partial lockdown procedures are about to take place on hearing the sound of the Whistle and the words Partial Lockdown.**
  - All outside activity must cease immediately and pupils and staff must return to the building, to their classrooms
  - Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. All situations are different – once all staff and pupils are safely inside, senior staff will conduct an outgoing and dynamic risk assessment based on advice from the appropriate body e.g. Emergency service, local authority. This can then be communicated to staff and pupils

### **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 staff will be debriefed for positive reinforcement or to identify required improvements.

### **Evacuation**

Evacuation plans can be found in the School Emergency Management & Business Continuity Plan.