



# Lock Down Policy and Procedures

Approved by Governors:

Review Date:

## **Lock Down Policy and Procedures**

### **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 when there is serious security risks 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 of a continuous siren. In the event of a lock down office staff will go to classrooms and make adults aware by stating 'ATTENTION LOCK DOWN'. They are asked to complete registers and notify the office if any children are missing.

**Procedures:**

1. These signals will activate a process: If children are on the playground, they will be ushered into the school building and escorted to their classroom, as quickly as possible. All outside doors and classroom doors will be locked and windows will be closed where it is possible to remain safe. Designated members of staff will ensure the front doors are locked and communal areas are secure.
2. At the given signal the children will remain in the room they are in and the staff will ensure the windows and doors are locked, windows are closed and blinds where possible are closed. Children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied room and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is in the hall they will return to their own classroom as soon as possible.
4. If practicable staff should notify the front office that they have entered lock down and those children not accounted for by telephone or email.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team / Caretaker or SBM in person that there is an all clear.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call 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.
2. Head or office staff member locks the school's front doors and entrances and ensure community areas are secure.
3. Caretaker to ensure both fire doors at the bottom of the stairs are closed
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery, lights to be turned off and blinds to be put down. If community wing in use lead adult to lock doors and close blinds.
5. If the community room is being used the adult must make sure that the doors / windows including the window in the community kitchen is closed and blinds put down

6. Staff doing PPA in staffroom / community room to lock down in this room.

7. Catering Staff to lock back door to kitchen and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER / SLT 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 – school website/ school spider text service / telephone / email
- 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 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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lock down practices will take place a minimum of 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.

### **Review**

This policy and procedures will be reviewed every 3 years unless a need for change.

### **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>