

Chirton CE Primary School



'Love your neighbour as yourself' (Luke 10:27)

Lockdown 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 preventing access 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. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A lockdown is implemented when there is serious security risks on the premises due to, for example:

- An incident or civil disturbance in the local community which poses a risk to the school
- An aggrieved parent who poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog or other potentially harmful animal roaming loose

Notification of Lockdown

Staff are alerted to the activation of the lock down procedure plan by a recognised signal, audible throughout the school (red air horns)

Procedures

1. Pupils who are outside of the school buildings are to be brought inside, to the nearest building, as quickly as possible and the school's office and all outside doors will be locked;
2. Those inside the school will remain in their classrooms. Staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors should 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 class teacher e.g. children using toilets when alarm sounds.
4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lock down mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing):

- Staff should encourage the pupils to keep calm;
 - As appropriate, the school should establish communication with the Emergency Services as soon as possible;
 - EQUA Mead will be notified;
 - If it is necessary to evacuate the building, the fire alarm will sound.
5. Staff should await further instructions and remain in lockdown positions until informed by key staff, e.g. Senior Leadership Team. No one should move about the school.
 6. As soon as possible after the lockdown teachers should return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

It is of vital importance that the school's lockdown procedures are familiar to members of the school's staff. To achieve this, a lock down drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity).

Staff Roles

1. Office staff will ensure the office is locked and police are called, if necessary
2. Individual teachers and teaching assistants will close classroom doors and windows. The nearest adult will check other exit doors, i.e. library pod, kitchen, hall, to ensure they are closed.
3. If any class, including Pre School, is in the forest, a member of staff will ring them to let them know the situation and inform them not to come back until the 'incident' is over.

Staff cannot leave the premises during lockdown without the prior agreement of the Headteacher.

Communication with parents

- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system;
- 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 lockdown, 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 at the nearest possible opportunity following any serious incident to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

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 harm 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.

Additional Information

Procedures for handling bomb threats

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Bomb threat checklist

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_54_74.pdf

Critical Incidents in Schools and Other Settings – January 2018 – Wiltshire Council

Lockdown drills

Lockdown 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.

Emergency Contacts:

Emergency Services – Call 999

Integrated Front Door (MASH) – 0300 456 0108 or 0300 456 0100 out of hours.

EQUA Mead CEO Paul Skipp – 01225 711162