

Lockdown Policy

Rationale

The school has a lockdown policy as part of our health and safety policies and procedures.

On very rare occasions, it may be necessary to seal off the school so that it cannot 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 building or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks on the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm or 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:

- 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 made to close or evacuate.

Notification of lockdown

Staff will be notified that lockdown procedures will immediately occur on hearing a continuous whistle.

Procedures

- Office staff are to ensure the front entrance door is locked.
- Headteacher will ensure other external doors are locked.
- The School Administrator will get the school mobile phone and contact the police.
- The front gate and entrance door are only to be opened by the Headteacher or School Administrator.
- The continuous whistle signal will activate a process of ushering pupils into the classrooms as quickly as possible if they are on the ground floor.
- Staff members on duty will sweep the outdoor areas before entering the school and secure the outside doors.
- Pupils and staff will remain in their rooms. Staff will ensure that windows, blinds, roof openings, and doors are closed. Pupils will be positioned under tables where appropriate and away from windows and doors. Lights, smart boards, and computer monitors will be turned off. Staff should sit on a chair, on the floor, or under a table.
- A roll call will be taken using the attendance registers once in lockdown positions.
- Once the police are called, the School Administrator will hand out the registers.
- Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. pupils using toilets when continuous whistle sounds.

The headteacher and/ or Deputy Headteacher should ensure all outside doors are secure.

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Staff will support pupils in keeping calm and quiet.
- Staff will remain in lockdown positions until key staff is informed that there is an all-clear.
- This will occur via a verbal 'all clear' message from the Headteacher or Business Manager.
- As soon as possible after the lockdown ends, teachers return to their base classroom, conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

- The School Administrator ensures that the front entrance door is locked and police are called if necessary.
- Headteacher to shut and lock the outside and shut the inside office door.
- Individual teachers/TAs lock or close the classroom doors and windows. The nearest adult to check the exit doors.
- Staff on PPA stay in staffroom
- Staff or pupils in the Multi-purpose play are taken to the classroom
- All other staff/pupils head to the nearest classroom.

STAFF/VISITORS CAN NOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

Communication with Parents

- If necessary, parents will be notified via the school MIS system as soon as possible.
- 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 the school as this will 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
- An email will be sent as soon as possible following any serious incident to inform parents of the lockdown's context and encourage them to reinforce to their children the importance of following these procedures in very rare circumstances.

Evacuation drills

Practices will occur at least twice a year to ensure everyone knows exactly what to do in such a situation. Practices will be monitored, and staff will be debriefed so improvements can be made.