



## CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

*Be the best you can be through:*

*challenge, nurture, inspiration, respect, happiness, inclusion, in a safe, secure Christian family.*

# **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 lock down is implemented when there is 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 short bursts of the fire alarm and bell in the playground.

## **Procedures:**

1. These signals 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 and all outside doors where it is possible to remain safe.
2. 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 children are positioned away from possible sightlines from external windows / doors. Lights, smart boards and computer monitors will 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 siren goes. If a class is in the hall they should go to one of the nearest rooms.
4. If practicable staff should notify the office that they have entered lock down and those children not accounted for.

### **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 or Chair of Governors 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. Office Staff ensure that the office is locked and police called if necessary.
2. School Secretary ensures school's front doors and entrances are locked.
3. Individual teachers / HLTAs / TAs lock and close classroom doors and windows. Nearest adult to check exit doors in Class 1, Class 2 and Pre-School.
4. Catering staff to lock back door to kitchen and turn off lights.

**INDIVIDUAL STAFF CANNOT LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.**

## **Partial Lockdown**

### **Alert to Staff: 'Partial Lockdown'**

This may be as a 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 as a result of a warning being received regarding the risk of air pollution etc.

### **Immediate Action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in school and external windows and doors locked.
- Movement may be permitted within the school dependent upon the 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 on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

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

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. The kitchen door will be closed.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## **Communication with parents**

- If necessary parents will be notified as soon as it is practical to do so via the schools communication network – website and telephone call.
- 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 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 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 on 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 annually as part of Emergency Fire Plan and Health & Safety Policy.

## **Approved by the Governing Body**

Signed by – Headteacher: .....

Signed by – Chair of Governors: .....

**This policy was reviewed:   Autumn 2018**

**Date of next review:       Autumn 2020**