Lockdown Policy

Last Review Date : November 2018

Next Review Date : November 2020

Signed : .............................................. Date : .................................

Headteacher

Signed : .............................................. Date : .................................

Chair of Committee
Lockdown Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

Our lockdown procedure would be used on the very rare occasions when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

A lockdown is implemented when there is serious security risks of the premises due to, for example, nearby 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)

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 lockdown procedures are to immediately take place on hearing the lockdown alarm from halls and playground. HT & SBM Deputy headteacher and SBM will give a red card signal to staff in the KS2 playground and the Deputy Head teachers will give a red card signal to staff in the KS1 and reception playground along with the normal end of play bell.

Procedures:

1. These signals will activate a process of children being ushered in the school building if on the playgrounds as quickly as possible and the locking of the school’s offices, fob connecting doors 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 to be turned off.
3. If practicable staff should notify the front office by phone that they have entered lockdown and those children are not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

4. Staff to support children in keeping calm and quiet.

5. Staff to remain in lockdown position until informed by key staff e.g. Senior Management Team or premises officer that there is an all clear.

6. 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 to ensure that their office(s) are locked and police called if necessary.

2. Head/Deputy staff member locks the KS2 playground doors

3. Site Managers to secure all other external doors, including the front office and dinner centre.

4. Individual teachers/HLTAs/TA lock/close classroom door(s) and windows. Year 6 leader to lock year 6 external doors and Reception Lead to lock Reception doors. Classes in the arts centre are to remain there with the doors locked.

5. Staff in PPA room to lockdown in this room.

6. 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 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 – website/telephone/parent mail.

- 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 as 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.

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.

Review

This policy and procedures will be reviewed annually as part of the school Emergency Evacuation Plan and H & S Policy.

To be reviewed 2020
## SLT Lockdown checklist

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<th>Step</th>
<th>Check</th>
<th>Time</th>
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<tbody>
<tr>
<td>Use signal to initiate lockdown</td>
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<tr>
<td>ensure pupils are inside</td>
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<td>Secure entrance points</td>
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<td>Contact emergency services</td>
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<tr>
<td>Ensure staff take action to increase Protection from danger: lock doors, turn off computer monitor &amp; turn off lights.</td>
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<tr>
<td>Make sure pupils and staff are aware of exit points</td>
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<td>If safe, check for missing pupils or staff</td>
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<td>Remain inside until all clear has been given to told to evacuate</td>
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