



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 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 or via email 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 short bursts of an air horn from hallways, cloakrooms and playground.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible and the locking of all outside doors where it is possible to remain safe.
2. At the given signal all children move to the hall and 2 staff will ensure the windows and doors are closed and sit children down to read a story etc. All other staff will check classrooms, toilets and offices making sure all lights, Smart boards, computer monitors and extractor fans are turned off and doors are closed.
3. All will assemble in the hall and remain there.
- 4. 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, Chair of Governors 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. Office staff ensures that the office door is closed and police called if necessary.
2. Head or BM locks the school's front doors and entrances.
3. Teachers/TAs lock/close classroom door(s), and extractor fans.
4. Teachers ensure that children are calm.
5. Staff to collect a phone and contact files.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**Communication with Parents**

1. If necessary parents will be notified as soon as it is practical to do so via parent mail.
2. 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.
3. Pupils will not be released to parents during a lockdown.
4. Parents will be asked not to call school as this may tie up emergency lines.
5. 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.
6. A letter to parents will be sent home 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

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 a part of Emergency Fire and Evacuation Plan and H+S Policy

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-threatchecklist.pdf?epslanguage=en-gb>

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