



## **Burtonwood Community Primary School**

### **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 are 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 person(s) 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 three short bursts of the bell inside school or on a whistle outside school. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'. Reception classroom and the kitchens will be contacted by internal phone. The Nursery/Link Club will also be contacted by phone.

#### **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 the school's offices and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in their classroom 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. 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 bell goes. Teachers will check the toilets closest to their classroom, e.g. Year 6 staff will check the boy's and girl's toilets next to their classroom.

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4. At lunchtime children will be taken from the hall to the three nearest classrooms, Year 1, Year 5 and Year 6. Teachers will go to these classrooms and assist the midday assistants. Children on the playground will be brought in as quickly as possible and taken to the nearest classroom.
5. Children in the hall should proceed to either Year 5 or Year 6 (the two closest classrooms) and remain there. Children should remain in the ICT suite, lock the door and draw the blinds.
6. Any visitors should remain if already in the classroom. Otherwise they should proceed to the nearest classroom for their safety.
7. If practicable staff should notify the front office or headteacher by phone that they have entered lock down and those children not accounted for. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
8. Staff to support children in keeping calm and quiet.
9. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or office staff in person that there is an all clear.
10. 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 ensure that their office is locked and police called if necessary.
2. Head or office staff member locks the school's front doors. If possible they will place the bar across the main entrance.
3. If on site, Site Manager to check that all external doors are locked and head to Office. Head teacher will also check all external doors. If the headteacher is absent, then the office manager and deputy will check all external doors. The two main entrances will be secured using the bar.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. All blinds should be drawn. Nearest adult to check and lock outdoor classroom door in Reception class.
5. Staff in staffroom to lock down in this room.
6. The office staff will either remain in the school office if all external doors are locked or will leave the office locked and go to the nearest classroom.
7. Catering Staff to ensure fire door is locked to kitchen and turn off lights. They should proceed to the Kitchen manager's office, lock the door and draw the blinds.

**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.
- 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 lock down.
- Parents will be asked not to call school as this may tie up emergency lines.

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- If the end of the day is extended due to the 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 as 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.

### **Policy Review**

Review of lock down procedures will take place once a year to ensure everyone knows exactly what to do in such a situation.