



## **CHEW STOKE CHURCH SCHOOL SHELTER POLICY**

### **Rationale**

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

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 grounds or outside the school in the near vicinity. Shelter is implemented when there are serious security risks for 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.

### **Notification of Shelter**

Staff will be notified that Shelter procedures are to take place immediately by a senior member of staff or the school office, using the school tannoy system.

### **Procedures:**

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
  - **L**ock up
  - **O**ut of sight and minimise movement
  - **S**tay silent and avoid drawing attention
  - **E**ndure. Be aware you may be in lock down for some time
1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors (where possible to remain safe).
  2. At the given signal, the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and blinds drawn where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
  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 Shelter procedure is engaged).
  4. A register should be taken, ideally using Arbor.
  5. If practicable staff should notify the School Office by email that they have entered Shelter and identify those children not accounted for.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in Shelter positions until informed by key staff e.g. Head, Senior Leadership Team, Business Manager or Office Staff in person that there is an all clear.
3. As soon as possible after the Shelter teachers return to their classrooms and take the register. The School Office should be notified immediately of any pupils not accounted for.

### **Staff Roles:**

1. Office staff to ensure that the office is locked and police called if necessary.
2. Head or site supervisors lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

### **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 – text system.
- Parents will be told:  
***'The school is in a full Shelter situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'***
- 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 whilst Shelter is in operation.
- 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 Shelter, 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 the context of Shelter and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Notification of All Clear**

Staff will be notified that the situation is resolved by a tannoy announcement.

### **Shelter drills**

Shelter practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

### **Review**

This policy and procedures will be reviewed annually as a part of the School's Health and Safety procedures.

## **Appendix 1**

<b>Shelter Plan – Quick Reference Guide</b>				
<b>Step</b>	<b>Initial response</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
<b>1.</b>	Ensure all pupils are inside.	<input type="checkbox"/>		
<b>2.</b>	Secure all entrance points to the school.	<input type="checkbox"/>		
<b>3.</b>	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
<b>4.</b>	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"><li>• Block access points.</li><li>• Sit on the floor, under tables or against the wall.</li><li>• Keep out of sight and draw curtains to avoid detection.</li><li>• Put mobile phones on silent</li><li>• Turn off lights and computers.</li><li>• Stay away from windows and doors.</li></ul>	<input type="checkbox"/>		
<b>5.</b>	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.	<input type="checkbox"/>		
<b>6.</b>	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
<b>7.</b>	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		