

# Chapmanslade

## Church of England Voluntary Aided Primary School

### 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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees or wasps;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcano Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare).

#### **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.

## Full Lockdown

Staff will be notified full lock down procedures are to immediately take place on hearing the school's intruder alarm. This will prompt ALL staff to switch on their walkie talkies. Office staff/ a member of the school's Senior Leadership Team (SLT) will inform adults by stating **'ATTENTION FULL LOCK DOWN' over the walkie talkies**. A designated member of staff, most likely from SLT, will go to the school's top building and stay there – using a mobile or the school's interior phone line to communicate with the bottom building.

### Procedures:

1. Intruder alarm sounded once to prompt staff to switch on walkie talkies.
2. Office staff /a member of SLT to state 'ATTENTION FULL LOCK DOWN' over the walkie talkies.
3. These signals will activate a process of children being ushered into the school building if on the playground/field/astro 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.
4. 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 (blinds down) where possible and children are positioned away from possible sightlines from external windows/doors. Smart boards and computer monitors to be turned off. Lights to be turned off if possible.
5. 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 alarm sounds. If a class is in the opposite building from where their classroom is they are to go to one of the nearest rooms.
6. The designated member of staff in the top building should notify the school office by walkie talkie or phone that they have entered lockdown and those children not accounted for.

### NO ONE ELSE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher, Chair of Governors or School Business Manager in person that there is an all clear.
9. As soon as possible after the full lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

## 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.

### Procedures

1. Intruder alarm sounded once to prompt staff to switch on walkie talkies.
2. Office staff/ a member of the school's Senior Leadership Team (SLT) will inform adults by stating **'ATTENTION PARTIAL LOCK DOWN' via the walkie talkies**.
3. All outside activity to cease immediately, pupils and staff return to building.
4. All staff and pupils remain in building and external doors and windows locked

5. A designated member of staff, most likely from SLT, will go to the school's top building and stay there – using walkie talkies or mobile or the school's interior phone line to communicate with the bottom building.
6. Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of SLT. 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.
7. During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the school office as this could delay more important communication.

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

### **Move to Evacuation**

At any point during the full/partial lockdown, the fire alarm may sound, which is a cue to evacuate the building. Staff should continue to be vigilant with regards original communications around why the school was entering a lockdown.

### **Staff Roles**

1. School Business Manager/Admin Officer to ensure that their office and staffroom are locked and police called if necessary. (The Head Teacher in the absence of the SBM)
2. School Business Manager/Admin Officer to phone Busy Bees Pre-school 07749 257608. (The Head Teacher in the absence of the SBM)
3. Head or School Business Manager/Admin Officer locks the school's front door and entrances.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS1/KS2/hive/nest/toilets/kitchen.
5. Catering/dinner time staff to lock back door to kitchen and turn off lights if during lunchtime.

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

### **Communication between parents and the school**

- The School's lockdown procedures will be published on the school website
- In the event of an actual full or partial lockdown, any incident or development will be communicated to parents as soon as is practicable:

*'Chapmanslade School is in a full/partial lockdown situation.  
During this period the phones, office and entrances will be un-manned, external doors locked.  
Please wait for further instructions and information.'*

- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupil's safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, parents or Local Authority.
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary).
- Parents will be informed when the 'all clear' has been given.

### **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. Pupils should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.*

### **Review**

The Lockdown procedure will be reviewed every two years.

Date of implementation: March 2024

Next Review: March 2026