



**Believe  
to Achieve**

**Lock Down Policy and  
Procedures**

**May 2018**

## **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 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 of lock down on hearing short bursts of the school bell when procedures are to immediately take place.

Staff will be alerted to the activation of the plan through the passing of the message "**LOCKDOWN - Medical**, **LOCKDOWN - Partial**, or **LOCKDOWN - Full**"

Staff will use walkie talkies/internal telephones to carry this message. This will be communicated verbally to all staff within the school grounds or fields and those that are on site. It will also be communicated to ALL STAFF off site by text message.

### **Medical or Partial Lockdown**

#### **Alert to staff: 'Lockdown - Medical'**

This may be as a result of an accident, incident, illness of a member of staff, pupil or visitor. The procedure will be implemented discreetly but swiftly to:

- Enhance access for the emergency services.
- Provide privacy for those involved.
- Spare pupils from the trauma of being onlookers.

**Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows **CLOSED**.
- Movement may be allowed within the building dependent upon circumstances but this must be supervised by a member of staff, e.g. supervised toilet breaks.
- Blinds to be closed where there is a view of an external incident.

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.

**Alert to staff: 'Lockdown - Partial'**

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.

**Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows **LOCKED**
- Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff, must be essential and sanctioned by the 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.

'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.

## Full Lockdown

### Alert to staff: 'Lockdown - Full'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

#### Immediate action:

- All pupils return to classroom.
- 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 siren goes.
- If children are in the hall they are to go to one of the nearest rooms.
- External doors locked.
- Classroom doors locked / blocked.
- Windows locked, blinds drawn, pupils sit quietly out of sight.
- Register taken/head count- Class Teacher will notify the office of any missing / extra children through the use of walkie talkies/internal telephone system
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.

## Communication

### 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 - School App/Facebook
- 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.
- 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.

## **Communication between school staff during lockdown**

Staff may be able to communicate using walkie talkies/internal telephone system. Staff will be notified of a lockdown situation by one of the following messages.

"STAFF - Lockdown - Medical"

"STAFF - Lockdown - Partial"

"STAFF - Lockdown - Full"

Unless there is a prolonged lockdown or the situation changes there will be no further updates to staff until.....

"STAFF - Lockdown - Ended - ALL CLEAR"

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

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by key staff e.g. Senior leadership that there is an all clear.

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(s) are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manger to head to Office/ Back gate to Nursery.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS and outdoor classroom doors are locked. If community room in use lead adult to supervise the visitors during lockdown.
5. Staff on PPA to lock down where they are.
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**

### **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.

## 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>

<b>Draft document to SLT:</b>	<b>15.05.18</b>
<b>Document to staff:</b>	
<b>Draft document to governors:</b>	
<b>Policy adopted by Governors on:</b>	
<b>Policy In Place</b>	
<b>Review Date 1:</b>	
<b>Review Date 2:</b>	
<b>Review Date 3:</b>	

## Classroom Action Card - Lockdown MEDICAL

Immediate action:	✓
All outside activity to cease - Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.	
All staff and pupils remain in building and external doors and windows <b>CLOSED</b> .	
Blinds to be closed where there is a view of an external incident.	
Register taken. Class Teacher will notify the office of any missing / extra children.	
Movement may be allowed within the building dependent upon circumstances but this must be supervised by a member of staff, e.g. supervised toilet breaks.	
If it is necessary to evacuate the building, the fire alarm will be sounded and, a verbal message to evacuate. <b><u>Fire Alarm has Priority over Lockdown.</u></b>	

## Classroom Action Card - Lockdown PARTIAL

Immediate action:	✓
All outside activity to cease - Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.	
All staff and pupils remain in building and external doors and windows <b>LOCKED</b> .	
Blinds to be closed.	
Register taken. Class Teacher will notify the office of any missing / extra children.	
Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff, must be essential and sanctioned by the SLT.	
If it is necessary to evacuate the building, the fire alarm will be sounded and, a verbal message to evacuate. <b><u>Fire Alarm has Priority over Lockdown.</u></b>	
Monitor <i>walkie talkies/internal telephone system</i> for updates.	
<b>STAY CALM - KEEP CHILDREN CALM</b> await further instructions.	

**This card is printed both sides. Reverse for LOCKDOWN FULL**

## Classroom Action Card - Lockdown FULL

Immediate action:	✓
All outside activity to cease - Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.	
All staff and pupils remain in building and external doors and windows <b>LOCKED</b> .	
Classroom doors locked / blocked.	
Blinds to be closed.	
Pupils sit quietly out of sight.	
Register taken. Class Teacher will notify the office of any missing / extra children if possible.	
Movement may not be allowed without authorisation of the SLT or incident control officer of the emergency services.	
Monitor <i>walkie talkies/internal telephone system</i> for updates.	
STAY CALM - KEEP CHILDREN CALM await further instructions.	
Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.	
If it is necessary to evacuate the building, the fire alarm will be sounded and, a verbal message to evacuate. <b>Fire Alarm has Priority over Lockdown.</b>	

This card is printed both sides reverse for LOCKDOWN MEDICAL & PARTIAL



Management / Admin Action Card – Lockdown **MEDICAL**, **PARTIAL**, **FULL**

A lockdown can only be instigated by the Head Teacher, her nominated responsible person **only** if the Head Teacher is off site, the local authority, or at the request of the emergency services or government agency. The **operational controller [OC]** role will be assumed by the Head Teacher until such time as the emergency services take over.

<b>MEDICAL LOCKDOWN ACTIONS: Management &amp; Office Staff</b>	<b>Immediate action ✓</b>	<b>On instruction of OC ✓</b>
Pass the lockdown message verbally to all occupied areas of the school including outside areas and field.		
Contact emergency services as appropriate.		
All staff and pupils remain in building and external doors and windows <b>CLOSED</b> .		
Blinds to be closed where pupils would have a view of an external incident.		
Switch class change "bells" off.		
Open vehicle gates for emergency service access.		
Send message to staff "Lockdown Medical" through <i>walkie talkies/internal telephone system</i> .		

<b>PARTIAL LOCKDOWN ACTIONS: Management &amp; Office Staff</b>	<b>Immediate action ✓</b>	<b>On instruction of OC ✓</b>
Pass the lockdown message verbally to all occupied areas of the school including outside areas and field.		
Contact emergency services as appropriate.		
All staff and pupils remain in building and external doors and windows <b>CLOSED</b> .		
Blinds to be closed.		
Switch class change "bells" off.		
Open vehicle gates for emergency service access.		
Send message to staff "Lockdown Partial" through <i>walkie talkies/internal telephone system</i> .		
Telephone site manager and give situation report.		
This may be a developing situation and additional actions may be required as instructed by the OC.		

This card is printed both sides. Reverse for LOCKDOWN FULL

A lockdown can only be instigated by the Head Teacher, her nominated responsible person **only** if the Head Teacher is off site, the local authority, or at the request of the emergency services or government agency. The **operational controller [OC]** role will be assumed by the Head Teacher until such time as the emergency services take over.

<b>FULL LOCKDOWN ACTIONS: Management &amp; Office Staff</b>	<b>Immediate action ✓</b>	<b>On instruction of OC ✓</b>
Pass the lockdown message verbally to all occupied areas of the school including outside areas and field.		
Contact emergency services as appropriate.		
All staff and pupils remain in building and external doors and windows <b>LOCKED</b> .		
Blinds to be closed.		
Switch class change "bells" off.		
If safe to do so and risk is outside of the perimeter <b>LOCK VEHICLE &amp; PEDESTRIAN GATES</b> .		
If safe to do so <b>LOCK EXTERNAL MAIN ENTRANCE DOORS</b> .		
Send message to staff "Lockdown FULL" through <b>walkie talkies/internal telephone system</b> .		
Inform local authority of school in Lockdown.		
Check lockdown registers from class teachers and report missing children to OC.		
Telephone site manager and give situation report.		
Communicate with parents.		
This may be a developing situation and additional actions may be required as instructed by the OC.		

**This card is printed both sides. Reverse for LOCKDOWN MEDICAL or PARTIAL**

If it is necessary to evacuate the building, operate the fire alarm and pass verbal message as appropriate.

**WARNING** Fire Alarm has Priority over Lockdown.