



Platt C.E 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. 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.

The school office and Headteachers office have a prepared document that lists all the key information that is needed when ringing 999. There is also a bomb threat document to fill in as you take the call and questions you should try to ask.

Notification of Lockdown

Staff, including Platt Nursery staff, will be notified of what lock down procedures are to immediately take place on hearing the internal walkie-talkie system by an adult by stating 'ATTENTION LOCK DOWN and state the location'. All classrooms will have a walkie-talkie system in place. These should be taken with them when supervising anywhere other than their classroom e.g. playground, hall, green room.

Procedures:

1. This walkie-talkie communication will activate a process of children being ushered into the school building if on the playgrounds 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.
2. At the given signal the children remain in the room they are in at this alert (if safe to do so) 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. Tables can be turned to create a protection/shield. 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 siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. music room. Staff to communicate any missing children e.g. in the toilet via the walkie-talkie. Consideration to who can find the children will be made based on the information we have.

4. If practicable staff should notify via the walkie-talkie that they have entered lock down and those children not accounted for.

5. The main corridor, pod or are possible places to go if the classroom is unsafe to be in.

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 or Chair of Governors 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. 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. Office or HT to call Nursery.

4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in and outdoor classroom doors are lock and blinds down.

5. Staff in green room to lock down in this room.

6. Catering Staff to lock down in the kitchen and turn off lights.

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

If we do need to exit the school (e.g. bomb threat):

- This will be communicated via the walk-talkie NOT STATING BOMBING ETC but that we need to make an emergency exit via the playground/ramp (whichever is risk assessed as safe at the time)
- Leave bags, coats etc (take walkie-talkie and class list*)
- Office staff and DHT/HT to bring the school emergency pack which will contain the memorial keys, sign in sheets for staff and visitors and registers.
- Office staff or HT/DHT to be on the playground signing out classes as they depart. Class teacher to notify this member of a staff of any missing pupils or adults. This member of staff will direct the class teacher to one of two locations:
 - the church is the preferred option (usual procedures for walking to church) or
 - the memorial hall (usual procedure for walking to the field.) *Memorial hall labelled with other master keys.*
- *Once at the location, staff to keep children safe until they are given instructions about what to do. If you get to the church and it is locked, staff to wait for all other classes.*

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 of parentmail.
- 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.

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 Health and Safety Policy

*Up to date class list laminated and stored by each class exit. School office to update when pupils arrive or leave during the year.