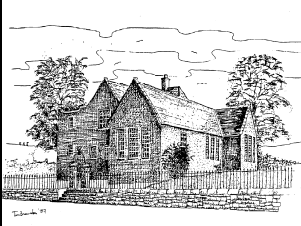


## LOCK DOWN POLICY AND PROCEDURES

### Combe St Nicholas C of E VA Primary School

Name of Policy	Lock Down Policy & Procedures	
Approved by GB - Date	3 <sup>rd</sup> May 2017	
Next Review Date		
Committee Responsible	Full Governing Body	

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

#### **Rationale**

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 on causing harm/damage.

#### **NaCTSO (National Counter Terrorism Security Office)**

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 Lock Down**

Staff will be notified lock down procedures are to immediately take place when office staff call the KS1 Building and Tadpoles Building by telephone saying "ATTENTION LOCK DOWN"

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### Procedures

- ✓ These signals will activate a process of children being ushered into the school building if they are on playground as quickly as possible and the locking of the school's office, fob connecting door and all outside doors where it is possible to remain safe.
- ✓ 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 where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smartboards and computer monitors should be turned off.
- ✓ 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 the toilets. If a class is in the opposite building from where their classroom is, they are to go to one of the nearest rooms occupied by an adult.
- ✓ If practicable staff should notify the front office by phone that they have entered lock down and flagged up those children not accounted for

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

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

### Staff Roles

- ✓ Front office staff ensure that their office is locked and police called if necessary
- ✓ Headteacher or office staff member locks the school's front doors and entrances
- ✓ Individual teachers/HLTAs/TAs lock or close classroom doors and windows. Nearest adult to check exit doors in KS1/KS2/Tadpoles Pre-School
- ✓ Staff in the Staff Room to lock down in this room

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- ✓ Catering Staff to lock back door to kitchen and turn off all lights

### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN 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 - telephone call/website/PFA Facebook Page/School Twitter Feed
- ✓ 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 lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services
- ✓ A letter to parents will be sent home at the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their child the importance of following procedures in these very rare circumstances

#### **Lock Down Drills**

Lockdown 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 where necessary.