



# Thorns Primary School

## Lock Down Policy and Procedures

Jan 2017

Date	Review Date	Designated Child Protection Teacher	Deputy Designated Child Protection Teacher	Nominated Governor
Jan 2017	Jan 18	D Priestley	K Parkes C Ketley	G Cadwallader

### Rationale

As part of our Safeguarding and 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, significant road accident on dual carriage-way, proximity of dangerous dogs, serious weather conditions, attempted access by unauthorised persons intent in causing harm/damage or concerning contact from persons outside the school grounds.

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 (also see separate Policy)

### Procedures for handling bomb threats – (also see Critical Incident Plan)

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 (9)999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate (see Bomb threat procedures).

### Procedures:

1. Notification of Lockdown Staff will be notified lock down procedures are to immediately take place on hearing short bursts of the school electronic bell system or staff hearing the phrase lock down procedures.
2. If outside, these signals 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.
3. 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.
4. Lights, Smart boards and computer monitors to be turned off.
5. In normal circumstances children on door duties will return with their class. 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 bells go off. If a class is in the hall they will return to their classroom.
6. NO ONE SHOULD MOVE ABOUT THE SCHOOL other than the Senior Member of staff who will inform staff of the risk if possible.
7. Staff to support children in keeping calm and quiet.
8. Class teachers will conduct a quick check to identify if class pupils are missing.
9. On the passing of immediate danger class teachers will carry out a full register, office staff will conduct a staff register.
10. Staff to remain in lockdown positions until informed by Senior Management Team, Chair of Governors or SBM in person that there is an all clear.
11. 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/ emergency services called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
1. Office staff to contact Pre-school by phone.
3. Site Manger to head to Office/ Back gate to Nursery.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are lock and down in FS.
5. Staff in curriculum room or staffroom to lock down in this room.
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

#### **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 – website/ school texting system/ telephone
- 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.

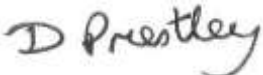
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident 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 along with Emergency Fire and Evacuation Plan and Bomb Threat procedures.

Signed:  Mr D. Priestley (Headteacher) Date: 30.01.17

Signed:  Mr G. Cadwallader (Chair of Governors) Date: 30.01.17

**To be reviewed Jan 2018**