Chuckery Primary School

Lock Down Policy & Procedures

2019 – 2020

(Reviewed June 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 a serious security risks of the premises due to, for example:
- 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;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, 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)

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.

*Please see Bomb Threat Policy*

Notification of Lockdown
Staff will be notified that lock down procedures are to immediately take place on hearing short bursts of air horns from halls and playground. The internal phone system will also be used by office staff who will inform adults by stating “ATTENTION LOCK DOWN!”

The air horns are located in the SLT Offices, Staff room and Caretaker office. These will be sounded by SLT.

Procedures:

1. 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, 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 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, Smart boards and computer monitors to be turned off. Staff to support children in keeping calm and quiet.

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 either hall from where their classroom is situated they are to go to one of the nearest classroom. The Librarian and ICT Technician will move to the nearest classroom.

4. Office staff will initiate the lockdown of the front entrance doors and along with the Home Link Worker move into the Finance Office which will still enable communication with the rest of the school and emergency services. SLT will lockdown in SLT room with full monitoring of the CCTV system.

5. Caretaker and HT will walk through the school and ensure that all external doors and windows are closed; where possible the blinds will be closed. Most of the doors, once shut, cannot be opened from the outside; those that can be opened (e.g. front door) will be locked.

6. The main entrance into the school will also be locked.

7. Each teacher to do a head count of the children in their class. If this suggests that not all children are accounted for, take a register. Call through to the HT ONLY IF A CHILD IS MISSING (call 766). HT and Emergency Services should be made aware of any children not accounted for; staff should not search for a missing child unless it is certain where that child is, the location is nearby and there is not apparent risk to that vicinity.

8. Individual teachers/HLTAs/TAs are to lock/close classroom door(s) and windows. Staff in Early Years Unit to bring down shutters to outside play area.

9. Individual teachers/HLTAs/TAs to check exit doors to playground in Library/KS2/KS1/EYFS/Nursery are locked.

10. Staff in PPA room and Staffroom are to lock down in this room.

11. Staff in Intervention areas (based in areas outside of classrooms) are to go to the nearest classroom.

12. Catering Staff to lock back door to kitchen, ensure all external doors are closed, turn off the lights and wait in the kitchen office.

13. Staff and Visitors in Extended School Building are to lock the door and turn off the lights.
NO ONE SHOULD MOVE ABOUT THE SCHOOL

14. Staff should avoid making unnecessary calls to the central office as this could delay more vital communication.

15. School remains in full lockdown until it is lifted by a senior member of staff. The lifting of full lockdown – or the downgrading to partial lockdown – will initially be shared verbally by SLT. Everyone must stay where they are until a member of SLT come and tell you that the lockdown is lifted.

16. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. Assemble at the Fire Point next to the MUGA in the first instance unless directed to a different area by Emergency Services or SLT.

Communication between parents and the school

1. School lockdown procedures, especially arrangements for communicating with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.

2. In the event of the full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. The school will only communicate to parents when Emergency Services have told us that it is safe to do so. The safety of the children and staff will be our priority.

3. The office staff, once they are secure and have instigated all other processes outlined above will send a text message via Schoolcomms stating ‘The school is currently in lockdown. Every effort is being taken to keep the children safe. During this period, the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you. Wait for the school to contact you when it is safe to come and collect your child’.

4. Pupils will not be released to parents during a lock down.

5. 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.

6. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

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.

Signed

Print: Mr James Pearce  Print: Mr Neil Ravenscroft
Date: 8th July 2019  Date: 8th July 2019

Headteacher  Chair of Governors

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