

## EXPLORERS POLICY AND PROCEDURES

Name	Lockdown Procedure
No. of pages	3

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

Rationale

On extremely rare occasions, it may be necessary to seal off the school site (or part of it) so that it is not able to be entered from the outside/another area within the school. 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.

NaCTSO – National Counter Terrorism Security Office

NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security.

**Bomb threats: - procedures for handling these.**

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 the 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 a member of staff blows their whistle in a repeated sequence of 3 short, sharp blasts OR radioed through on their walkie talkie 'ATTENTION, ATTENTION – SAFE PLACE' (repeated 3 times)

**Then – ALL STAFF TO FOLLOW THE LOCK DOWN PROCEDURE in this policy.**

- ✓ These signals will activate a process of children and all adults being ushered in to their nearest safe place as quickly and as calmly as possible. Safe places will be locked once all persons are in.
- ✓ At the given signal, the children and adults will remain in their safe place and staff will ensure all windows and doors are closed/locked and screened where possible. All children

will be positioned away from possible sightlines from external doors/windows. Lights, smartboards and computer monitors should be turned off.

- ✓ Children or staff not in the class for any reason will proceed to the nearest safe place and remain there until the all clear is given via the walkie talkies.
- ✓ All staff should be notified that we are in a lock down state.
- ✓ Staff should register the children and notify the office OR the Headteacher of any children not accounted for.
- ✓ Any adult unaccounted for should also be radioed through to the office or Headteacher.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL DURING LOCK DOWN.**

- ✓ Staff will support children in keeping quiet and calm.
- ✓ Staff are to remain in lock down positions until informed by key staff – Headteacher, teacher in charge on the day or office staff **in person** that there is an all clear.
- ✓ When the lock down emergency has ended, the Headteacher/teacher in charge will confirm with teachers that they should return to their classrooms and conduct a roll call, notifying the office immediately of any pupils unaccounted for.

**Staff Roles**

- ✓ Front office staff member will ensure that their office is locked and police called if necessary.
- ✓ Headteacher or office staff member will ensure all of the school's front doors and entrances are locked.
- ✓ Individual teachers and/or teaching assistants will lock classroom doors and close all windows.
- ✓ Staff in the staffroom will lock down in this room.
- ✓ Lunchtime staff will lock down in their working space – hall etc and ensure all lights are turned off.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING. NO VISITORS CAN ENTER THE SCHOOL SITE DURING LOCK DOWN. (When appropriate, any planned visitors to the school will be contacted with this short, undetailed message 'Meeting cancelled today. We will re-book tomorrow.')**

**(If the Headteacher is off site at a meeting etc, she will be informed via the office staff's text message to say 'Lock down in place.')**

**Communication with parents/guardians**

- ✓ If necessary, parents will be notified as soon as it is possible to do so via text message from the school office.
- ✓ 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 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 (text message) or emergency services.
- ✓ A letter to parents/guardians (and a message on the school website) will be sent home on the nearest possible day following any serious incident to inform parents/guardians of the context of the lock down and to encourage parents/guardians to reinforce with their child the importance of following procedures in these very rare circumstances.

Lock down drills – timetable (Held by St Nicholas Primary School)

Practices will take place in the Autumn, Spring and Summer Terms each year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed in order for any necessary improvements to be made.

The Headteacher will ensure all regular supply teachers, our caretaker, regular volunteers, PE/Sports coaches and lunchtime staff participate in a lock down drill each year.

This policy was adopted at an Explorers committee meeting held on

Date.....

Signed on behalf of Explorers Committee

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Role of signatory (Chair etc.)

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