

King Edwin Primary & Nursery School



Lockdown Policy and Procedures

This policy was reviewed and approved in June 2018 by:
Andy Callaghan-Wetton (Headteacher)
Phil Jones (Governor)

This policy is reviewed annually
Date of next review: June 2019

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 risk of the premises due to, for example, chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Advice and Guidance from external sources

The advice from the **Department for Education** and the *Cabinet Office* reminds us "planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school's reputation as a safe place to learn and work. Plans which deal with the consequences of large-scale emergencies also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools can experience on a regular basis". This is a document that every good school needs, every member of staff needs to understand, and no one ever wants to use.

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.

What is lockdown?

The purpose of a lockdown is to prevent an intruder or other threat outside the school from causing harm to pupils and staff. It means that the entrances to the school must be secured in an effort to prevent any threat entering, and staff and pupils must find a suitable place to protect themselves. In the case of a fire or similar emergency the children and staff are taught how to leave the building quietly and safely. In a lockdown, they need to learn the opposite, to actually get inside the building as quickly and safely as possible and to stay there until the threat is removed, or - in extreme circumstances - to leave if an intruder gains entrance to the building. A distinct policy is needed because it is so different from the standard emergency drills, and is so extreme in nature that everyone needs to be thoroughly well versed in its contents and the role they are to play during such an incident. Lockdown arrangements depend heavily on the size and layout of the school. As King Edwin is a reasonably large Primary school; we have a number of challenges to overcome. Any procedures we establish must be realistic; in an incident staff and pupils will not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic. It is very unlikely that our school will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place on hearing a high pitched siren. The sirens are located around the building and will also reach across the external grounds of the school. Staff in the main office and/or staff at either end of the main building will trigger a lockdown procedure via a mobile trigger button.

Procedures:

1. The signals will activate a process of children staying in or being ushered into the school building from the playground as quickly as possible and the locking of the school's offices and all 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 windows and doors are closed/locked/screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors are to be turned off if possible
3. Children or staff not in class for any reason will proceed to the nearest classroom and remain with that class and class teacher e.g. children using toilets when signal goes or outside doing P.E. If a class is away from where their classroom is e.g. doing P.E. , they are also to go to one of the nearest classrooms
4. If practicable staff should notify the SBM or Headteacher by mobile phone/Walkie talkie or other means that they have entered lock down. At this point they may make the SLT aware of those children not accounted for.
5. SBM and or Headteacher may use mobile devices/tablets to silently communicate to external emergency services

NO PERSON SHOULD MOVE ABOUT THE SCHOOL UNLESS MOVING AWAY FROM IMMEDIATE DANGER

6. Staff are to support children in keeping calm and quiet - considering ability and needs of those in their care
7. Staff are to remain in lockdown positions until informed by key staff e.g. SBM/ Headteacher/ Senior Management Team in person that there is an all clear
8. As soon as possible after the lockdown, teachers will return to their base classrooms with children to conduct a register and notify the SBM/Headteacher immediately of any pupils not accounted for

IF AN INTRUDER/ERS IS/ARE INSIDE THE BUILDING A FIRE ALARM WOULD BE TRIGGERED

9. In this situation - staff may demand that children either line up as per fire evacuation procedure or scatter in the hedges across the fields

This gives an overview of the key procedures in place. All school staff are charged with being proactive in assessing risk as and when incidents occur. Ultimately all KEPS staff wholeheartedly understand their duty to protect children in their care and will naturally do so in a professional way to the best of their ability at all times.

Staff Roles:

1. SBM to ensure that office(s) and main entrance doors are locked and police called/alerted
2. Headteacher or SBM locks the school's front doors, entrances, back and side doors
3. If on site, the site manager should head to nearest classroom
4. Individual teachers/TA's lock/close classroom door(s). Blinds and windows are shut. Nearest adult will also check exit doors in KS2/KS1/EYFS and ensure shared rooms/pastoral rooms are locked.
5. Staff inside staff room / undertaking PPA / small group work etc. to lock down in those rooms
6. Catering Staff to lock door to kitchen and turn off lights
7. Any visitors will be directed by school staff as appropriate

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING AND ONLY IN EXCEPTIONAL CIRCUMSTANCES.

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/comms
- 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 on 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
- The LA Communications team will support the Headteacher in the operational management of the incident after the event

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure that everyone knows exactly what to do in such a situation. These will compliment support materials shared in assemblies, lessons and whole school themed information days. Monitoring of practices will take place and be debriefed to staff so that improvements can be made.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy. All staff members will be encouraged to support the development of this document.

Mr Callaghan-Wetton , Headteacher June 2018

Signed: Date:.....

Mr Philip Jones , CHAIR OF GOVERNORS

Signed:.....Date:.....

To be reviewed June 2019.

Key Instruction for Lock-Down at KEPS (To be known by all staff and children)

To initiate a lockdown a series of high pitched sirens will sound simultaneously

If you hear the lockdown signal:

1. Lock your doors.
2. Place/direct children low against the wall, so any intruder looking in cannot see them. It may be appropriate to hide under tables or in cupboards - adults will make these judgements where necessary. If the threat is chemical or toxic everyone should cover nose and mouth.
3. Turn out lights and computers - or any device emitting light/sound.
4. Keep people as quiet as possible.
5. If children are outside guide them to the nearest designated safe classroom or other space. **If that is not possible they need to disperse, drop and cover.** External grounds to the back/sides of the school have been identified as possible escape areas.

6. Any persons in the hallways or shared spaces should move to the closest classroom immediately.
7. Support staff should move to the nearest designated safe place - if possible - or stay where they are, secure doors, and turn out the lights.
8. Stay in safe areas until directed by the emergency services or members of staff to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.
9. If an evacuation occurs, everyone will be directed by the emergency services to a safe location.

Once evacuated, teachers should take registers to account for all children present. Headteacher, SBM and SLT will lead emergency procedures from this point and ensure a review of actions takes place.

Not all eventualities can be prepared for. By simply preparing for and getting into a 'state of mind' for an emergency, we are all improving the chances of staying safe in our school. Staying calm, patient and following instruction are all key to ensuring our safety in these emergency situations.

Additional relevant information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist>.

This document was produced in consultation with staff and children at KEPS.

Issues considered in the planning of this documentation are set out below:

A) Safe places - It is important for all staff to decide and know at this planning stage:

1. Where are the optimum safe places in the school?

The characteristics of an ideal safe place are:

- a. Ability to lock pupils and staff inside
- b. No windows or windows with poor sight lines from outside (or curtains/shutters)
- c. Strong walls
- d. An ability to communicate with the outside world
- e. A way out if someone comes in.

2. What the second choices if those are not available?

3. Where are the places to be avoided if possible?

4. What is the best way to ensure everyone knows where these places are?

5. The classrooms in new building

6. Are there any safe places outside the school building that could provide cover in an emergency?

B) Suitable signal for a lockdown

The signal for a lockdown should be clearly distinguishable to that of an evacuation (fire drill). Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder or outside threat.

C) Communication during the incident

During a lockdown staff may find it difficult to obtain a clear overview of the situation. How can communication be maintained between staff and classrooms?

D) Who gives the signal?

Potentially any member of staff could be the first to raise an alarm for a lockdown so it is important that all employees are aware of the plan and instructions are available in every room. Who is responsible for calling the emergency services? And what happens if they are not able to?

E) Dealing with the concerns of the children

It is important that pupils know what action to take if a lockdown happens at school. Becoming familiar with lockdown drills will improve the likelihood of these procedures being implemented swiftly and effectively (which could prevent injury and even save lives).

F) Dealing with the concerns of parents/carers

Parents/carers need to be informed when teaching is taking place on this subject so they can prepare for any possible impact this may have on their children.

G) Practice drills

There are various ways of holding practice sessions for a lockdown and they range in detail and therefore the amount of planning and work they will involve (although obviously the amount of work would not preclude a need for safety - but remember the risk is very small).

H) Staff training

How can we establish a method to conduct lockdown review training for all staff, during each school year?

Lockdown Exercise Review list

1. Parents were informed prior to a drill or after an actual event.
2. Scenario was reviewed with staff prior to the event.
3. Pupils/staff went inside, closed the doors, and closed and locked all windows.
4. Hang signs outside school indicating a lockdown is occurring?
5. Blinds, curtains and windows were closed.
6. Rooms were designated for people to go to during a drill.
7. Someone called emergency services ?
8. Check whether anyone left the building during drill or actual event.

9. Roll call of students and staff.
10. Debriefing after drill or event.