



## Seamer and Irton CP School

<b>Policy name</b>	<b>Lockdown Policy</b>
Frequency of review	Annual
Governor lead	Matthew Millington
Lead member of staff	Jonathan Wanless
Reviewed on	June 2020
Reviewed by	Governing Board
Next review	June 2021

### **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 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 in causing harm/damage.

### **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:** 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 Lockdown**

Staff will be notified lock down procedures are to immediately take place on hearing a continuous tone from the school alarm system. This tone is different from the fire alarm. An email will be circulated to all staff accounts explaining immediate actions to be taken.

## 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 all outside doors 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.
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.
4. If practicable staff should notify the front office by phone or email that they have entered lock down and those children not accounted for.

## NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.
7. 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.

## LOCKDOWN DRILL

1. Stay calm
2. Lock all doors and keep everyone in the classroom.
3. Complete headcount and follow up name check, if necessary.
4. Check school email for information and keep this line of communication open.
5. Await "all clear" message.

## Staff Roles:

**Lead Officer: J.Wanless (or DHT in his absence).** Instigate lockdown, provide initial email information and give "all clear" signal.

**Communications Officer: L.More (or Z.Elwick in her absence).** Maintain contact with emergency services and provide email updates for staff. Receive incoming information from staff and keep lead officer informed. Ensure areas of the school beyond the range of the alarm are informed via mobile phone.

Potentially insecure areas	Action	Person responsible	Notes
Double TCU	Lock from inside	SM/LA	Mobile phone contact may be needed.

KS1 outdoor area door to corridor	Lock from inside	LM/LW	
Staffroom corridor exit	Lock from inside	EYFS staff	
EYFS door to outdoor classroom	Lock from inside	EYFS staff	
Elder Class	Lock from inside	SR	Mobile phone contact may be needed
RW/RC cloakroom door	Lock from inside	RW/AD	
Pod	Take school mobile		
SKIDS building	Take school mobile		

Staff in PPA room to lock down in this room.

Catering Staff to lock back door to kitchen and turn off lights.

### **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/ Twitter / 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