

Cleddau Reach VC Primary School **Lockdown Policy and Procedures**

Introduction

Dynamic lockdown is the ability to quickly restrict access to a site or building through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or restricting the attackers accessing a site.

It is recognised that due to their nature some sites may not be able to physically achieve full lockdown.

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.

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase must be taken. To mitigate threats a strong security posture through visible and effective activity is essential, for example by having robust staff awareness and reporting processes, efficient use of CCTV, deterrent communications, active security zones and being vigilant to those adults unfamiliar to school or acting strangely.

All schools should have a robust and tested school lockdown procedure. Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of learners and staff in the school. If preventing an attack has not been possible, the ability to restrict and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

Lockdown procedures can be activated in response to any number of situations;

- An act of Terrorism;
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- An intruder in the school (with the potential to pose risk to staff and pupils);

- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

The school policy considers the following points:

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Staff Training
- STAY SAFE principles

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures.

Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

Our 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 to the school premises.
- If Cleddau Reach needs to implement Lockdown procedures, the first points of contact should be the emergency services and PCC Emergency Planning Unit who can liaise with other services if necessary and inform others in Children and Schools.

Notification of Lockdown

The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'

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, whiteboards and computer monitors to be turned off.

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 the signal is given. If a class is in the hall they are to go to one of the nearest rooms e.g. ICT room.

4. If practicable staff should notify the front office by phone that they have entered lock down and if any children are not accounted for.

5. Staff should support the children in keeping calm and quiet.

6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, 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.

Staff Roles:

- Front office staff ensure that their office is locked and emergency services are contacted.
- Head or office staff member locks the school's front doors and entrances.
- Site Manger to head to the office if on site.
- Individual staff close classroom door(s) and windows.
- Nearest adult to check exit doors are locked down.
- 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

- Parents will be notified as soon as it is practical to do so via the school's established communication network – website / 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 lockdown.
- 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 lockdown, 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.

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.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and the Cleddau Reach Health and Safety Policy.

To be reviewed September 2020

Additional 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.pdf?epslanguage=en-gb>