

The Trinity Catholic Primary School



Lockdown Policy

2019

Date: Autumn Term 2019

Lock Down Policy and Procedures

THIS POLICY WILL BE USED IN CONJUNCTION WITH THE SCHOOL'S EMERGENCY MANAGEMENT PLAN (SEMP)

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 are serious security risks of the premises due to, for example, nearby 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

Signals	
Signal for lockdown	Continuous air raid siren alarm
Signal for all-clear	Verbal 'all clear, all clear, all clear' via tannoy system

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.

Lockdown	
Rooms most suitable for lockdown	Classrooms
Entrance points (e.g. doors, windows) which should be secured	All downstairs doors and windows have shutters
Communication arrangements	<ul style="list-style-type: none"> ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Other.
Notes	Classroom doors may be locked on the inside

Initial response - lockdown	
1	Ensure all pupils are inside the school building. Children should remain in the room they are in. Children or staff not in class for any reason will proceed to the nearest occupied classroom/room and remain in that class/room with the member of staff who is in there. If children are in the Hall, Cyber Café, then these rooms will be treated as classrooms and the same procedures will apply.

2	<p>Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.</p> <p><u>Staff Roles:</u></p> <p><u>Securing Site</u></p> <ul style="list-style-type: none"> • Front office staff ensure that the doors are locked shutters to the front office are secure and call police if necessary • Teachers and Teaching Assistants to be responsible for ensuring that external doors are locked and shutters are secured in each of their classrooms and the resource area (leading to the main playground) • EYFS staff to be responsible for ensuring that external doors are locked and shutters are secured for each of their classrooms, the outdoor provision area, and resource area (leading to the main playground). • A member of the Y3 staff must go to the LKS2 stairwell to check the door is secure and shutters have been employed. • A member of the Y6 staff must go to the LKS2 stairwell to check the door is secure and shutters have been employed. • A member of the Y2 staff must go to extended club to check the doors (from main yard and from the outside toilets) are locked and shutters secured • Headteacher and Deputy Headteacher to be responsible for ensuring that the rear door, doors from the Hall and Cyber Café are locked and shutters deployed. • Catering Staff to lock back door to kitchen and turn off lights. • Children's Centre and Vauxhall Nursery to ensure that all doors and windows are locked and shutters deployed.
3	<p>Dial 999. Dial once for each emergency service that you require.</p>
4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Lights, Smart boards and computer monitors to be turned off. ▪ Stay away from windows and doors. ▪ NO ONE SHOULD MOVE ABOUT THE SCHOOL

5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
6	If possible, check for missing / injured pupils, staff and visitors. Staff to support children in keeping calm and quiet
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
8	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.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

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 (School TEXT SERVICE)
- 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/text message 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.

Review

This policy and procedures will be reviewed annually as a part of the School's Emergency Plan

Signed Headteacher

Date

Signed Chair of Governors

Date

To be reviewed December 2020