**LOCKDOWN POLICY 2018-2019**

**As part of our Health and Safety policies and procedures, the school has a Lockdown Policy.**

Full Lockdown and Partial Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.

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.

If staff are in the building alone or when students are not in school they should follow the **RUN, HIDE, TELL** procedures outlined by the national Police Chiefs’ Council.

**Procedures.**

**Staff Roles**

1. Headteacher, Senior Management Team and / or front office staff ensure that the school’s front doors and entrances including their office(s) are locked and police called if necessary.
2. Teachers and / or support staff to lock / close classroom door(s) and windows. Nearest adult to check exit doors within the school (only if safe to do so).
3. Staff in kitchen to lock down this area.

**Notification of Lockdown - Full lockdown**

Upon hearing the alert (**5 short bursts of the bell being rung)** for a lockdown. The procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed **(by 4 rings of the bell, two at a time)** if this can be de-escalated to a partial lockdown where a full lockdown is not required.

**Lockdown procedures**

1. In the event of a Lockdown Alert pupils are to be ushered into the school building if in the playground as quickly as possible and the locking of the school’s offices, connecting doors and all outside doors where it is possible to remain safe.

2. Pupils already in the building MUST 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, Smart boards and computer monitors to be switched off.**

3. Pupils 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. Pupils using toilets when bell goes.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

**Staff to support pupils in keeping calm and quiet.**

5. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher, Senior Management Team, Chair of Advisory Board or office staff in person that there is an all clear. **(by 3 rings of the bell)**

**6. As soon as possible after the lockdown teachers notify the office immediately of any pupils not accounted for.**

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.**

**Partial Lockdown**

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. This would be where pupils needed to stay in their classroom and not wander around the school site.

It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

**Immediate action:**

* All outside activity to cease immediately, pupils and staff return to building.
* All staff and pupils remain in building and external doors and windows locked
* Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
* All situations are different, once all staff and pupils are safely inside, **senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils**
* ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.
* In the event of an air pollution issue, any air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
* **During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.**
* Actions to be taken where possible to ensure that the incident does not re-occur

**Communication with parents**

* 1. If necessary parents will be notified as soon as it is practical to do so via the school’s established communication network. Parents will be asked not to call school as this may tie up emergency lines
  2. Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school as it may put them and their child at risk.
  3. Pupils will not be released to parents during a lock down.
  4. 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.
  5. 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.

**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.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Marion Veal | 12.10.2018 |
| Reviewed by | Julia Low | 30.01.2019 |
| Next Review By | Julia Low and Advisory Board | 31.01.2020 |