



Preston & Wingham Primary Schools Federation



Learning together, we grow kind hearts
and healthy minds.

Lockdown Policy and Procedures

Wingham Primary School

Rationale

As part of our Health and Safety policies and procedures the federation has a Lockdown Policy.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- The school receiving a threat
- A major fire in the vicinity of the school
- Serious weather conditions
- The proximity of a dangerous dog roaming close by

In these situations it may be necessary to seal off the school so that it is not able to be entered from the outside.

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 short bursts of air horns.

Procedures:

1. These signals will activate a process of children being ushered into the school building if on the playground/field as quickly as possible and the locking of all outside doors and windows 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 (under desks). Lights, Inter-active 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/intervention groups when siren goes.
4. If practicable staff should notify the front office by phone 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 Leadership 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:

1. Air Horn sounded by Office staff or SLT upon discovery of need to LOCKDOWN- bursts need to be sounded by the KS1 Corridor and KS2 Corridor (by hall doors) there are two air horns both could be used.
2. Office staff ensure that front door is locked and their office(s) are locked and police called if necessary.
3. Marie Blench to lock reception external door and all fire exit shut (if Marie Blench is absent office staff lock door with master key)
4. Staff in Year 1 class to shut and secure external exit by Holly Class
3. Head of school to lock external door by the hall and door located by the flexi space
5. Staff in Year 3 to lock external door by library
6. Year 4 staff to lock external door in cloakroom/Locker room by Pine Class
7. Individual teachers/TAs close classroom door(s) and windows. Close internal doors.

- 8.If using the Brownbridge Hall staff lock doors and close windows.
9. Catering Staff to lock kitchen door and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEAD of SCHOOL BEFORE LEAVING

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 – Parent Pay
- 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 soon as possible following any serious incident to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place 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.

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>