



Lock Down Policy and Evacuation Procedures

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Rationale

As part of our Health and Safety policies and safeguarding procedures the school has a Lockdown and Evacuation 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.

Conversely, there may be certain situations which necessitate the school building **being evacuated**. This may be in response to threats made via telephone or e mail which threaten the children's safety and that of our staff. In these situations our overriding concern must be to protect our children in the safest, most considered way whilst not placing any one at undue risk of serious harm.

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. As an Appendix to this policy we have enclosed the guidance given out on the GOV.UK website regarding **Procedures For Handling Bomb Threats**.

We need to 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. Form 5474 should be available and completed. This will form the basis of an immediate access

point to a checklist on key information that should be recorded in such situations. These forms are available in the Main School Office and within class based Blue Safeguarding Files - all staff are aware of the placement and contents of these files.

Notification of Lockdown

Staff will be notified of lock down by a bell being rung repeatedly throughout the school and a member of the Senior Management Team will inform adults by stating 'ATTENTION LOCK DOWN' Lock down procedures are to immediately take place.

Procedures:

1. These signals will activate a process of children being ushered into the main school building if on the playgrounds as quickly as possible and the locking of the school's offices, and all outside doors where it is possible to remain safe.
2. At the given signal the children will go back to their classroom and the staff will ensure the windows and doors are closed/locked where possible and screened / blinds pulled down where possible, and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. **Class 2 will go to Class 3 Classroom.**
3. Children or staff not in class for any reason will proceed to their classroom and remain with that class and class teacher e.g. children using toilets when siren goes. The teacher will check their class. The teaching assistant will go and find any children missing.
- 4 Teaching staff should ring the main office number from their own mobile phone to state that they have entered lock down and identify any 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. Head teacher, Senior Management Team, Chair of Governors or SBM in person that there is an all clear.

Staff Roles:

1. Office staff ensure that their office(s) are locked where possible. and police called if necessary. Office door to be closed/locked and blinds to be drawn to eliminate sight lines from outside of building.
2. Head or office staff member locks the school's front doors and entrances.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in EYFS / KS1/KS2.

6. Catering Staff to lock external kitchen door door and turn off lights. Kitchen staff to go into Class 3 and close serving hatch shutter / doorway to eliminate sight lines from outside of building.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEAD TEACHER .

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so post lock down via the school's established communication network – website / text service / 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 on the nearest possible day following any serious incident to inform parents of context of 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 a **minimum of once a year (to be undertaken once all staff and children are in school 2021)** to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefings take place with staff so that improvements can be made for future.

Evacuation Procedures and Systems.

Certain circumstances may arise where threats are made against the school and its children / staff which necessitate the children/staff being evacuated from the main school building. Such threats may take the form of bomb threats, or threats of attacks to the school building. In such cases the Head teacher or a member of the Senior Management Team will sound a bell and continuously state ' PLEASE EVACUATE BUILDING.' Upon hearing this alarm the staff in each classroom area will immediately evacuate all children from the nearest classroom exit point and assemble at the identified evacuation points:

Location 1 Far right hand corner of school field

Location 2 School Hall

Depending upon the nature of the identified threat a member of the Senior Management Team will make the decision as to which assembly point to use **Points to consider when making location choices:**

- **If threat is bomb related then use Location 1 – corner of school field as it is furthest away from the fabric of the main school building.**
- **If not bomb related then use Location 2 – school hall as all children can be safely contained within it and doors can be locked and blinds pulled down to eliminate lines of external sight. CHILDREN SHOULD BE SEATED IN CLASS GROUPS WITHIN LIBRARY AREA AS EXTRA PROTECTION IS GIVEN BY WOODEN BOOKCASES / BOOKS**

No children or staff are to move from the location evacuation point unless instructed to do so by the Head teacher or Senior Management Team. Parents or visitors are not to be allowed within the security gated area of the school perimeter during an evacuation situation.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan, H+S Policy and Safeguarding systems and procedures.

Signed: Mrs C Matthewman(Head Teacher)

Date:.....

Signed : Mr P Nicholls (Chair of Governors)

Date:.....

To be reviewed February 2023

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>