



# Gawber Primary School



## Dynamic Lockdown Policy & Procedures

September 2023

Review date September 2024

Person responsible for the Policy	Dawn Bradshaw
Date Agreed by Governors	September 2023
Review Date	September 2024
Is this Policy to appear on the school website	No

Headteacher's Signature	D Bradshaw
Date	22.9.23
Chair of Governor's Signature	E Casimir
Date	22.9.23

## **Lock Down Policy and Procedures 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, 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)**

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**

If there are 3 members of staff in the office area :-

- 1 to phone 999 (from a mobile phone so as not to tie up a line)
- 1 to phone FS, FS to notify Class 1, then notify any classes outside
- 1 to go down the main corridor to notify classes in the hall, main part of the building and kitchen staff.

**If there are 2 members of staff in the area :-**

- 1 to phone 999 (from a mobile phone so as not to tie up a line)
- 1 to ring FS (FS to notify class 1) and then to notify the main area of school and anyone outdoors.

## **On rare occasions if there is only 1 member of staff in the office**

- Notify nearest member of staff who will then notify the most senior member of staff in school –who will inform all other classes and staff in school and anyone outdoors.
- Dial 999

### **Procedures:**

#### **When children are in the school building:**

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, and all outside doors where it is possible to remain safe. A roll call must be taken.

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 blinds pulled down, where possible, and children are positioned away from possible sightlines from external windows/doors.

**Lights, Smart boards, computer monitors and any other electronic devices must be turned off.**

3. Children or staff not in class for any reason will proceed to their classroom. Any class in the hall, to make their way to the computer suite/ classroom, whichever the responsible adult feels is closest/safest

4. If practicable, staff should notify the front office by phone (this may be their personal mobile kept in the stock cupboard) of any children not accounted for. 01226 289728 or 1226 734028 (please have these numbers stored in your phone) **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

5. Staff to support children in keeping calm and quiet. Children should stay away from doors and windows. Depending on the nature of the lockdown they may be asked to sit under tables or against walls.

6. If possible any visitors who have planned visits should be contacted and cancelled.

7. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors that there is an all clear.

8. As soon as possible after the lockdown, teachers return to their classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

9. If lockdown is required at lunch time the Head or member of SLT will blow the whistle on the playground and ask all children to walk back to their classrooms. Each SMSA to accompany their designated class. A member of the office staff will inform the staffroom via a phone call and if safe to do so staff will return to their classroom

### **Staff Roles:**

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Caretaker (if on the premises) to report to the Main Office.
4. Individual teachers/HLTAs/TAs lock external classroom door(s) and close windows. Internal doors should all be closed and locked. Blinds should ne closed.
5. Any staff in the staff room to lock down in this room unless children in classrooms need to be prioritised.
6. Kitchen Staff to lock back door to kitchen and turn off lights.
7. SMSAs to accompany their class to their classroom and to stay with them until instructed otherwise.

### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER 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 – parentpay/ classdojo/ X (twitter)
- 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.
- Children 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 children can be picked up from the office staff or emergency services.
- A letter to parents will be sent home following any serious incident to inform them of the context of the lockdown. Parents will be encouraged to reinforce with their children

the importance of following procedures in these very rare circumstances. Letters may not arrive on the same day that the lockdown occurs but will be sent when it is practical.

### **Lockdown drills**

Lock down practices will take place at least twice 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