

Lockdown Procedures Policy

Springwood Heath Primary School



Approved by:	Governing body	Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2025	

School Details

Head teacher: Jo Costello
Designated Safeguarding Lead: Sarah Dunbar

Rationale

As part of our health and safety policies and procedures, the school has a lock down policy. On very rare occasions, it may be necessary to seal off the school so that it cannot 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 lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or damage.

NaCTSO (National Counter Terrorism security Office) Guidance

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 made to close or evacuate. Notification of lock down Staff will be notified that lock down procedures are to immediately take place on hearing a continuous whistle.

Procedures

- Office staff to announce lockdown over the school tannoy system.
- Office staff are to make sure the two sets of entrance doors are locked.
- The headteacher/assistant headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff (if onsite) of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- Office staff or headteacher will contact the police. • Front gate and entrance doors to be opened by the Headteacher or office staff only.
- The signal of a continuous whistle will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions, if safe to do so.
- Once the police are called the office staff will hand out the registers, if safe to do so.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds. Headteacher and/ or assistant headteacher to ensure all outside doors are secure and then base themselves in the corridor. Site Manager to place himself in his office or school office and any cooking staff base themselves in the kitchen. NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.

- This will take place by a verbal 'all clear' message from the headteacher or Business Manager.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

- Office staff or headteacher ensure that the front entrance doors are locked and police called if necessary.
- Catering staff to lock the kitchen and hall door and remain in the kitchen.
- Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows. Nearest adult to check exit doors.
- Staff on PPA stay in whichever room they are working in.
- Staff or children in the hall taken to the classroom if safe to do so.
- STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN.

Communication with Parents

- If necessary parents will be notified as soon as it is practical to do so via the school text system.
- 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 lockdown.
- Parents will be asked not to call school as this will tie up emergency lines.
- If the end of the day is extended due to the lockdown, 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 (via the school app) will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

Invacuation Drills

Practises will take place annually 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.