

Goldfield Infants' & Nursery School

# Lockdown Policy and Procedures

<b>Committee</b>	<b>Resources</b>
<b>Next Review</b>	<b>Summer 2024</b>
<b>Duration</b>	<b>1 Year</b>

# Lockdown Policy and Procedures

## Rationale

As part of 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 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.

## This policy has been written in consultation with Site security guidance (Dfe Nov 2019)

### 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 lockdown procedures are to immediately take place on hearing short, slow intermittent bursts of the lockdown alarm (the lockdown warning is a repeating short sound until the end of the drill). The Headteacher or School Office Manager will inform adults by stating 'ATTENTION LOCK DOWN'. If the children are outside a whistle will be blown in slow intermittent bursts. Children will enter through the nearest doors.

### **Procedures:**

1. These signals will activate a process of children being ushered into the school building if out on the playgrounds as quickly as possible and the locking of the school's offices, and all outside and internal doors locked (Headteacher/Site Manager) to secure the building. If the warning of a threat comes from the local community the perimeter gates to the school site will also be locked.
2. At the given signal the children remain in the room they are in (including dining room), and sit/hide under the tables in the centre of the room / in the cloakrooms. Staff should ensure the windows and doors are closed/locked and screened where possible. Wherever possible, the children need to be positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Blinds need to be closed.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
5. Children and staff outside in the grounds will ring bell and quickly follow staff inside to their classes. However, if there is greater urgency ie intruder is already on grounds they will proceed into class by the nearest available doors and registers taken.

## 6. NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.

8. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher, school office manager, in person that there is an 'all clear'.

9. As soon as possible after the lockdown teachers return to their own classrooms and call the class register, notifying the office immediately of any pupils not accounted for.

10. If the school building needs to be evacuated the fire alarm will be rung. Everyone will line up on the school playground, a head count is taken and await further information.

11. If the school needs to evacuate off the site they will evacuate to Bishop Wood School.

The lockdown alarm will be rung when the school needs to be lockdown with people remaining inside/coming in from outside.

The fire alarm will be rung when the school needs to be evacuated with people getting out of the school and going to the playground.

### **Staff Roles:**

1. School Office Manager to ensure the school office is locked and police called if necessary.

2. Individual teachers / TAs close classroom door(s) and windows and close all blinds. Nearest adult to check external exit doors are also locked.

3. School Office Manager, Office Staff will ensure the doors are locked.

4. Catering staff to lock both doors into the kitchen, turn off lights and go to the kitchen office and closing the windows

5. Headteacher, School Office Manager and Office staff, lock down in the Headteacher's office.

## INDIVIDUAL STAFF / VISTORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN

### **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 – email/website
- 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.
- 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 will be sent home on the nearest possible day following any serious incident to inform parents of context of the lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lockdown 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.

### **Review**

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and Health and Safety Policy and will form part of the schools Emergency Plan. It will be monitored by the Governing Body through the Resources Committee.