



Waterhouses CE
Primary Academy

Lockdown Policy and Procedures (inc. Bomb Threats)

Committee	SSSE
Date Approved by Governing Body	14-2-18
Last Review Date by Committee	January 2018
Next Review Date by Committee	January 2020

'Celebrate Learning, Achievement and Friendship in God's Love'
Core Christian Values: Love, Trust, Hope, Respect

All policies are underpinned by our child protection and health and safety procedures as laid down by the Safeguarding and Health and Safety Policies.

Rationale

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose.

In other instances the school may need a full evacuation due to a bomb threat. The staff will need to be alerted and children evacuated from the school building and to a safe location away from the school.

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.

Follow the Staffordshire LA guidance: *Bomb Threats and Suspect Packages*. Copies are kept on noticeboards in the school office and staff room. The guidance can be found using the following link:

<https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Procedures/Premises/Bombs-and-Suspect-Packages/Bombs-and-Suspect-Packages.aspx>

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Continuous and repeated blasts on a whistle accompanied by shouting 'lockdown!'
Signal for all-clear	Verbally any staff member via mobile phone and/or walk round

Lockdown	
Rooms most suitable for lockdown.	In own classrooms.
Entrance points (e.g. doors, windows) should be secured	External doors Internal doors All windows
Communication arrangements	Classroom telephones Mobile phones (T2P)
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Actions and Advice

- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site.
- All pupils/staff stay in their classroom/office or move to the nearest classroom or safe space until the lockdown has ended. Check corridors and toilets for pupils or staff.
- External/Classroom doors locked where possible (a door wedge makes an effective lock).
- Windows shut, blinds drawn, cover internal door glazing or move out of sight from a potential intruder.
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire eg on floor or under tables. Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights, whiteboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- Staff should encourage the pupils to keep calm and as quiet as possible.
- Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone. Instigate an immediate search for anyone missing, (depending on the circumstances and only if it is completely safe to do so).
- All adults are responsible for their own class.
- Anybody to dial 999. All staff who have access to a telephone to do so.
- Remain inside until an all-clear has been given, or unless told to evacuate by the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text message (only when appropriate via guidance from Emergency Services).

These procedures are a guide to best practice. An attack on site would be a fluid situation and staff should exercise common sense in how to best protect themselves and their students. In certain circumstances, Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff Roles:

1. Office Staff to ensure that office is locked and police called if necessary.

2. Headteacher, Premises Manager or Office Staff lock the school's front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors are closed.

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 - text

Parents will be told:

'..the school is in a full lockdown situation. During this period the telephone and entrances will be unmanned, external doors locked and nobody allowed in or out...'

- 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 via T2P 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 Practice

A desk top practice of lockdown procedures will take place at least once a year to ensure all adults know exactly what to do in such a situation.

Additional information:

Four documents published by the National Counter Terrorism Security Office (NaCSTO) relevant to schools have recently been sent to us which may be of use in support of the above - they can also be found on the SLN page referred to above:

1. NaCSTO Guidance Note 1 Dynamic Lockdown
2. NaCSTO Guidance Note 1a Advice to schools et al for Reviewing Protective Security.
3. NaCSTO Guidance Note 3 Hostile Reconnaissance
4. NaCSTO Protective Security Advice

Reviewing the Policy

This policy and procedures will be reviewed annually by Staff and Governors.