



Date Approved by Governing Body	November 2025
Next Review Date	July 2026

## **Policy for Lockdown Procedure Including Bomb Threats**

### **Waterhouses Primary Academy and Nursery**

*'Let your light shine!'*



Make your light shine, so others will see the good you do and will praise your Father in heaven.

Matthew 5:16

***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.

#### **Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Terrorism (Protection of Premises) Act 2025
- DfE (2014) 'Fire safety in new and existing school buildings'

- DfE (2023) 'School and college security'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2025) 'Protective security and preparedness for education settings'

### **Rationale**

The term '**invacuation**' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building.

This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air, and when it is necessary to protect people from intruders.

'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

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.

**The school's lockdown plan is as follows (see lockdown procedures sheet):**

**All staff to have a whistle attached to their lanyard.**

**Classrooms:**

**if classrooms have blinds, please keep them closed during the school day.**

<b>Signals</b>	
Signal for lockdown: Members of staff Head Teacher/ Office Manager	3 short blasts on the whistle repeatedly if required to notify each member of staff in adjoining rooms.  Continuous blowing a whistle (3 sharp blasts at intermittent intervals)  Alert to be passed on by other staff blowing their whistle / using a phone.
Signal for all-clear	Headteacher / Office Manager / Site Supervisor / Police alerting staff via a walk round / telephone / text.

Lockdown	
Rooms most suitable for lockdown.	In own classrooms.
Entrance points (e.g., doors, windows) should be secured.	External doors (main entrance / hall / staffroom, fire escapes). Internal doors - all locked or bolted All windows closed
Communication arrangements.	Phones: Class rooms, staff rooms, HT office, Kitchen, Rainbow room, Library, music room, art and design room, ICT room, Mobile phones, Dojo, Walkie Talkies if available.
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 (e.g. PE) are brought inside as quickly as possible, unless this endangers them or others. If children remain outside, find a place to hide (forest school area).
- All pupils/staff stay in their classroom/office or move to the nearest classroom or safe space until the lockdown has ended.
- 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 e.g., on floor or under tables. Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights should be turned off, and if possible, whiteboards and computer monitors turned off.
- Mobile phones turned onto silent so they cannot give away your position.

- Walkie Talkie volume turned down 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 deemed 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.

**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.**

#### **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:

Parents will be told:

**Waterhouses CE Primary Academy and Nursery is in a full lockdown situation. During this period the telephone and entrances will be un-manned, 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 lockdown.
- 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 lockdown, parents will be notified via Email and Dojo 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**

Staff will practise lockdowns during the academic year with the children: in different areas of school and at different times of the day.

A practice of lockdown procedures will take place at least once a year to ensure all adults are clear about the procedure.

### **Reviewing the Policy**

This policy and procedures will be reviewed by Staff and the trust.

*Review Date: July 2026*