



## Lockdown 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 is a serious security risk on the premises due to, for example,

- 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

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.

In January 2016, NaCTSO (National Counter Terrorism Security Office) 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

Staff will be notified lock down procedures are to immediately take place on hearing **A PULSING ALARM SIMILAR TO THE FIRE ALARM (THE FIRE ALARM IS A CONTINUOUS SOUND)**.

The school's lockdown plan is as follows:	
<b>Signals</b>	
Signal for lockdown	<b>PULSING AUDIBLE ALARM</b>
Signal for all-clear	<b>ALL-CLEAR SIREN</b>
Communication arrangements	Mobile Phones, Airphones, Walkie Talkie
Notes	<b>If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. The Fire Alarm will be activated as a signal to leave the premises</b>



Procedures:

### **FULL LOCKDOWN**

1. These signals will activate a process of children being ushered into the nearest school building if on the playground or Astro as quickly as possible and the locking of the school's offices and all outside doors where it is possible to remain safe either using the bolt at the top of the door or the internal Yale lock. If children are unable to safely get to a building they must hide behind the fort in the bottom playground.
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 screened where possible and children are positioned away from possible sightlines from external windows/doors. Move furniture to block doors. Lights, Smart boards and computer monitors to be turned off.
3. If practicable staff should take a register or headcount then notify the front office by phone that they have entered lockdown state and those children not accounted for.
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 e.g. children using toilets when siren goes must proceed to the nearest occupied room.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until the all-clear siren is heard.
7. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles:**

1. Site Supervisor to head to Office.
2. Front office staff ensure that the School front door is locked and police called if necessary.
3. School Business Manager calls Chairman of Wishford Group to advise of lockdown and circumstances when safe to do so
4. Head or office staff member locks all other doors and entrances to the Main House. Windows and blinds are closed, lights switched off. One laptop moved out of sight to maintain contact, if it is safe to do so, with Emergency Services and Head Office
5. Individual teachers/TAs lock classroom/block door(s) and close windows.
6. Catering staff to lockdown hall and turn off lights.

### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

### **Communication with parents:**

If necessary and possible, parents will be notified as soon as it is practical to do so via Complete-Ed and given enough information about what will happen so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his safety. They should be advised not to contact the school to avoid tying up telephone line for the emergency services.

Parents will be told

***'..the school is in a lockdown situation. During this period the switchboard 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 explaining that they could interfere with emergency provider's and hinder access to the school and may even put themselves and others in danger. Stress that they should wait for the school to contact them about when it is safe for you to come get their son. Be aware that;

- Pupils will not be released to parents during a lock down.
- 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 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 the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Communication between parents and the school re procedures**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by letter, newsletter or via the school website.

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Reading Borough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

### **Lockdown drills**

Lock down 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.

Signed

Headteacher

Proprietor

Date: September 2023

Review date: September 2024

**A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE**

Additional information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>