

Howard Park Community School

Lock Down Policy and Procedures - DRAFT

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 are 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.

NaCTSO (National Counter Terrorism Security Office) **Guidance**

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.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of the school bell. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'.

Procedures

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's external doors [namely: Nursery, Reception, Year 1, Year 2 external doors, office, red staircase door, kitchen].
2. At the given signal the children gather at the allocated location [YN, YR, Y1 and Y2 – ground floor internal corridor], [Y3, Y4, Y5 and Y6 – first floor internal corridor] and the staff will ensure the internal doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights,
3. Children or staff not in class for any reason will proceed to the nearest corridor and remain with that group of classes and class teachers. If a class is in the hall they are to go to the ground floor corridor.
4. Office staff will use the evacuation report to ensure that all children are accounted for.

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 informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.
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. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Office staff members lock the school's front door using the auto override key.
3. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS1/EYFS/Nursery are locked.
4. Catering Staff to lock back door to kitchen and gather in ground floor corridor.
5. If practicable, two members of office staff will lock all external gates.

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

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 – website/ GroupCall/ telephone (Mobile phones can be used for this alternatively computers within internal rooms can be used). 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 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 as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

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.