



HOLY TRINITY CE PRIMARY SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Lockdown

This Review: March 2019

Next Review: May 2020

Frequency of Review: Annually

Responsible Committee: Full Governing Body



Our Vision

Strength for today, Bright hope for tomorrow

Isaiah 40: 31

Those who have hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

Our school vision is rooted in the book of Isaiah chapter 40 verse 31 which tells us that those who have hope in the Lord will renew their strength.

Our hope in God leads us to have high aspirations for our learning community. We value the uniqueness of each child, made in the image of God, and seek to provide a holistic, enriched curriculum and pastoral care, empowering everyone with the strength, knowledge and wisdom to succeed and flourish.

HOLY TRINITY CE PRIMARY SCHOOL **Lock Down 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 serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, 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 air horns from halls and playground. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'

Sleeping Lions (Lockdown) Emergency Procedure

On hearing the Emergency Lockdown alarm you should:

1. Check you have all pupils in class. If some are outside your classroom in group spaces or toilet instruct to come in immediately
2. Children to remain in the classroom / intervention room they are in or go to the closest classroom if they are in a shared area of the school.
3. Lock and barricade all doors immediately (use drawer units, tables etc).
4. Pull down door blinds if available.
5. Tell pupils 'SLEEPING LIONS' and for them to go to far corner of classroom, out of direct line of sight, and lie face down and silent or '*head down, thumbs up*' position.

6. Turn over desks to form barricade for pupils to lie/sit behind.
7. Staff to keep children silent and calm.
8. Do not assume the all clear, but await the all clear announcement which will be from the Police. DO NOT open any door unless you have clear proof of who they are. Police will give this.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- 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.
- 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. Head or office staff member locks the school's front doors and entrances.
3. Site Manger to ensure all gates and outside doors are locked
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS and outdoor classroom doors are locked in FS.
5. Staff in meeting rooms to lock down in this room.
6. Catering Staff to lock back door to kitchen 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 parents will be notified as soon as it is practical to do so via the school's established communication network – website/ GroupCall / telephone
- 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.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

Mrs Laura Hall – May 2018

Signed: Mrs L. Hall (Headteacher)

Date:.....

Signed : Mrs McClaurin (Chair of Governors)

Date:.....

To be reviewed May 2019 or when advised by Government

Additional information

Guidance on receipt of a bomb threat

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

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.>

pdf?epslanguage=en-gb