

All Cannings CE Primary School



Lockdown Policy and Procedures

Ethos Statement

*I have come that they might have life, and have it to the full.
John 10 v 10*

At All Cannings Church of England School, everyone embarks on a unique journey of learning, personal development and faith.

We consider our school a family, travelling together with support from people at home, the community and the church.

Our attitudes to learning and our attitudes to life are interwoven, with the Christian values of the school evident in all aspects of daily life.

By being fully involved in our own development and an active member of both the school and wider community, we leave All Cannings equipped to achieve personal success and shape the future.

Version Control

Version	2.0
Approved on	30/11/21
Approved by	Full Governing Body
Review Period	Three Years
Review	
Signed Chair of Governors	
Signed Headteacher	

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, preventing access 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. Procedures aim to ensure the safety of all pupils and staff, whilst minimising disruption to the learning environment.

A lockdown is implemented when there are serious security risks on the premises due to, for example:

- An incident, or civil disturbance, in the local community, which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution such as a smoke plume, or gas cloud
- A major fire in the vicinity of the school (but not in a school building)
- A dangerous animal roaming loose

Notification of Lockdown

Staff are alerted to the activation of the lockdown procedure plan by a recognised signal (intermittent fire alarm (pulsating- 10 short bursts of fire alarm sounding, interspersed by 10 short bursts of silence)), audible throughout the school. This will be activated from the office.

Procedures

	Responsibility
Staff who suspect a lockdown is necessary, should immediately notify the office and return to their area of work	All staff
Sound the fire alarm in an intermittent fashion 10 short bursts of fire alarm sounding, interspersed with 10 short bursts of silence.	Office staff/ HT
Call 999 if necessary	Office staff/HT
Ensure the Green external pedestrian gate and front door is closed and lock the office door	Office staff

Ensure all children who are outside are brought inside the school building as quickly as possible and taken back to own classrooms	Teachers/TAs
Those inside the school will remain in their classrooms.	All
Ensure all external classroom doors and windows are closed and screened where possible. Children should be positioned away from possible sightlines from external windows/doors. Lights and smart boards should be turned off and laptops, which may be used as a means of communication, should be moved out of sight. Lock internal doors. Children should congregate around an appropriate point e.g. teacher's chair, on the carpet and a head count taken.	Teachers/TAs
Email the office immediately to inform of any pupils not accounted for	Teachers
Search for any pupils not accounted for	HT
Children, or staff, not in class for any reason will return to their own classroom and remain with that class and class teacher e.g. children using toilets when alarm sounds. If the issue prevents the children from going to their own classroom they should proceed to the nearest occupied classroom. Staff should let the appropriate class teacher know if they have additional children, so that the headcount is complete and does not lead to adults putting themselves at risk whilst looking for a missing child who may be in a different classroom. Once in lock down mode, staff should use their professional judgement to notify the free adults of any pupils not accounted for (and instigate a search for any missing, if it is considered safe to do so).	Teachers/TAs
Once all children are inside, ensure gates and the double playground doors are locked	HT
Staff should encourage the pupils to keep calm whilst awaiting further instructions and remain in lockdown positions until informed by key staff, e.g. Senior Leadership Team. No one should move about the school, unless it is considered necessary and safe to do so.	Teachers/TAs
Visitors who are signed into the school and non-class based staff should make their way to the nearest possible classroom	Visitors
As appropriate, once communication has been established with the Emergency Services, notify Equa Multi Academy Trust and Wiltshire Council on 0300 456 0100 (clearly identifying that you are calling to report a Critical Incident) when it is safe to do so	HT/Office Staff
If it is necessary to evacuate the building, the fire alarm will sound (long continuous sound)	ALL

It is of vital importance that the school's lockdown procedures are familiar to members of the school's staff. To achieve this, a lock down drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lockdown plan. Monitoring of practices will take place and staff will be debriefed, so improvements can be made.

The Governing Body will review the policy following lockdown drills and amend where necessary.

Staff cannot leave the premises during lockdown without the prior agreement of the Headteacher.

Communication with parents

- If necessary, parents should be notified as soon as it is practicable to do so via Parent Mail;
- 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 and will receive information about the time and place pupils can be picked up.
- A letter to parents will be sent home at the nearest possible opportunity following any serious incident to inform them 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

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 harm 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.

Additional Information

Procedures for handling bomb threats

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Bomb threat checklist

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_5474.pdf

Planning for and Managing Critical Incidents in Schools and Other Settings – September 2018 – Wiltshire Council