

SHELTON INFANT 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 dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of air horns from corridors/playground.

Air horns are located by:-

- Main playground door (next to girls toilets)
- Outside Class 7 (on top of cupboard)
- Store cupboard in study room
- Nursery kitchen

Lockdown in school

Members of office staff will telephone nursery, Shelton Junior School and the school kitchen to inform them of lock down.

Lockdown in Nursery

Members of nursery staff will use the internal phone system to inform school of lock down and office staff in school will phone Shelton Junior School and the school kitchen. A member of Nursery staff will close and lock the shutters.

Procedures

1. These signals will activate a process of children being ushered into the school building if on the playground as quickly as possible.
2. All doors which can be locked (including connecting doors) to be closed and locked. No external doors can be opened from the outside except the door in the hall nearest the kitchen – one of the Co-Headteachers must lock this door.
3. At the given signal the children remain in the room they are in and the staff will ensure that windows and doors are closed and locked and screened where possible (blinds pulled down) and children are positioned away from possible sightlines from external windows/doors. Lights, interactive whiteboards and computer monitors to be turned off.

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 air horn is sounded.
5. If a class is in the hall when the air horn is sounded they must remain there and may wish to lock themselves in the PE store room.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed by a member of the Senior Leadership Team that there is an all clear.
8. As soon as possible after the lockdown teachers return to their base classrooms and conduct a register call and notify the school office immediately of any pupils not accounted for.

Staff Roles

- Office staff ensure that their office is locked and police telephoned.
- Office staff to lock the school front door if possible and safe to do so.
- Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Ensure blinds down and all lights and electrical equipment turned off.
- Staff on PPA time in the workroom to lock down in this room.

ADULTS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF a CO-HEADTEACHER BEFORE LEAVING

Communication with parents

- 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 school day is extended due to the lock down, parents will be notified on Class Dojo and will receive information about the time and place where pupils may be collected from.
- A letter to parents will be sent home as soon as possible following any serious incident to inform them of the context of the lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

National Counter Terrorism Security Office) Guidance

NaCTSO provide 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.

Review

This policy and procedures will be reviewed annually as a part of Fire/Emergency Evacuation Procedures, Critical Incident Policy and Health & Safety Policy.

This policy and procedures will also be reviewed annually as part of the Safeguarding training for all staff.

Page 4 of this policy entitled ‘Lock Down Procedure’ will be displayed in all rooms in school and nursery alongside the Critical Incident Policy and Fire Evacuation Procedures notice.

SHELTON INFANT SCHOOL

LOCK DOWN PROCEDURE

- Ensure all pupils are inside the school building.
- All doors which can be locked (including connecting doors) to be closed and locked. No external doors can be opened from the outside, except the door in the hall nearest the kitchen – one of the Co-Headteachers must lock this door.
- Office staff to dial 999 to inform police and other emergency services.
- Staff take action to increase protection from danger by:-
 - Closing and locking doors
 - Closing and locking windows
 - Pulling all window blinds down
 - Sitting on the floor/under tables/against the wall
 - Turning off all lights, computers, whiteboards, projectors and other electrical equipment.
 - Staying away from windows and doors
- 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 air horn is sounded.
- If a class is in the hall when the air horn is sounded they must remain there and may wish to lock themselves in the PE store room.

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 a member of the Senior Leadership Team that there is an all clear.
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a register call and notify the school office immediately of any pupils not accounted for.

