



# St. Ethelbert's Catholic Primary School and Nursery

## LOCK DOWN POLICY AND PROCEDURES

### Our Mission

*"I serve Jesus with my body, heart, mind and soul."*

*Serviam* means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

### Our Values

Service Forgiveness Truth Faith Dignity Respect Tolerance Humility

### 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.

### 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.

If evacuation is necessary, the fire alarm will sound and pupils will assemble in usual places. They will then be escorted off of the premises and walked to the designated location away from danger.

### **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'

### **Procedures:**

- 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 offices, fob connecting doors and all outside doors where it is possible to remain safe.
- 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. Lights, Smart boards and computer monitors to be turned off.
- 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. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. music room.
- If practicable staff should notify the front office by phone that they have entered lock down and those children not 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 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:**

- Front office staff ensure that their office(s) are locked and police called if necessary.
- Head or office staff member locks the school's front doors and entrances.
- Site Manger to head to Office.
- Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult
- to check exit doors in KS2/KS1/EYFS/Nursery.
- Catering Staff to lock back door to kitchen and turn off lights.cas

### **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/ Group text / 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

**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/docu>

Deputy Headteacher

To be reviewed January 2019