

WALTER HALLS PRIMARY SCHOOL

LOCK DOWN POLICY

Reviewed – September 2022

Next Review – September 2024



On very rare occasions, it may be necessary to seal off the school so that it cannot 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 lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or 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:

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 made to close or evacuate.

Rationale

Rehearsal for scenarios that could present in a broad range of ways are difficult to undertake. Our overriding principles are:

- Staff will use common sense actions to keep our children, themselves and their colleagues as safe as they possibly can, in what could be a very stressful situation.
- This common-sense approach supersedes any written plan here as we acknowledge that all scenarios that present themselves may require different actions

Exercise / Testing

- We do not practice these procedures with our children, as we do with evacuation of the building for fire drills. This is because we acknowledge the impact that this may have on some already traumatised and fearful children and because we believe that all primary-aged children need adults around them who take control of such serious situations.
- We therefore choose to share these processes and advice with staff only and implement a commonly known sound/signal to adults who work in our school, when a lockdown procedure is needed.
- All staff are trained in this procedure during annual Safeguarding training sessions.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing a continuous buzzer from telephones in each classroom or a whistle sound.

Procedures

- Office staff are to make sure the front entrance door is locked and the blue gate.
- Headteacher will ensure other external doors are locked.
- Office staff to inform the catering staff of the nature of the emergency. The catering staff are to remain in the kitchen and make sure all outside doors are locked.
- School Administrator will get the school mobile phone and contact the police.
- Front gate and entrance door to be opened by the Headteacher or School Office Manager only.

The signal of the buzzer from telephones or a continuous whistle, will activate a process of children being ushered in to the school building if on the playground or in the outdoor EYFS area as quickly as possible.

- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where

appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.

- The Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions.
- Once the police are called the Office Manager and headteacher will communicate via email or phone wherever possible, to check in on each space in school.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds.

ROLES & RESPONSIBILITIES

NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.

- Headteacher and/ or Deputy Headteacher to ensure all outside doors are secure and then base themselves in headteachers office.
- Site Manager and any cooking staff base themselves in the kitchen.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear. This will take place by a verbal 'all clear' message from the Headteacher or Office Manager.
- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles

- **Office Manager** ensure that the front entrance door is locked and police called if necessary.
- **All adults** to shut and, where possible lock, doors which are closest to them, close windows and blinds
- **Catering staff** to lock the kitchen and hall door and remain in the kitchen.
- **Nearest adult** to check exit doors in KS2/KS1/EYFS are locked.
- **Staff on PPA** stay in staffrooms, closing blinds, turning off lights and remaining out of sight
- **Staff or children in the hall** taken to the nearest classroom
- **All other staff/ children** not in a classroom head to the nearest classroom.
- **Staff based in the Nursery block, or who are outside during PE or do not have easy access to a classroom phone** should have a walkie-talkie radio with them. The radio also emits a loud alarm sound and communication with the office team is always possible for these eventualities.

Staff and visitors should be advised not to sign out or leave the premises during a lock down scenario

Written by: Emma Beardah, Headteacher
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