

Huby CE Primary School

Only my best will do be kind to one another.

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 there is no access from 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 a risk to the security of the premises due to, for example, 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.

Lockdown Procedures:

- Notification of lockdown: **A whistle will be blown, in bursts of 3 until full lockdown has been confirmed.**
- Office staff will message all classrooms through the Skype system with the word 'LOCKDOWN' and contact the emergency services
- All outside activity must cease immediately, pupils and staff return to the building. If the swimming pool is in use the staff member will do a dynamic risk assessment and decide whether to remain locked in the pool area, with the children being moved to the changing sheds.
- Teaching staff to carry out immediate dynamic risk assessment of their classroom.
- All pupils return to classroom and non- teaching staff to check toilets.
- External doors locked. Classroom doors locked (where a member of staff with a key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk, flip tables etc)
- Free movement is not permitted anywhere in school unless deemed necessary by a member of staff.
- Register taken - the office will contact each class in turn for an attendance report.
- Any staff who hear the lockdown alarm when approaching the building (ie staff returning from lunch/arriving during the school day) should remain outside the school boundary and await instruction from the emergency services

- At any point during the lockdown, **the bell may sound which is a cue to evacuate the building.**
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. This will be done by any means other than blowing a whistle.

PLEASE NOTE - UNDER LOCKDOWN IT IS STRICTLY PROHIBITED FOR STAFF TO MAKE ANY ATTEMPT TO MAKE PHONE CALLS/COMMUNICATE OUTSIDE OF THE SCHOOL.

Calls should only be made under instruction from the emergency services/senior member of staff in charge

Lunchtime and playtime procedures

In the event of a lockdown during the lunch break, children should proceed to their own classroom to be registered and any teachers/teaching assistants who are in the building return to their classroom to take charge. After ensuring that all classes have adult supervision MSAs should meet with the control team in the school hall and will be deployed as necessary.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regards to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, North Yorkshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

De-Brief

Following any lockdown procedure (practice or otherwise) there will be debrief at the end of the school day which all staff are requested to attend. In the event that this is not possible, please ensure any comments are with the Head/ Deputy Headteacher by close of business the same working day.

Information for Parents

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most

senior member of NYCC staff overseeing the incident. Parents will be naturally concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its pupils, and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are re- assured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and NYCC jointly to resolve the matter as soon as possible with little impact to the pupils and the wider community.

However it must also be stressed that at this time the school is in a full lockdown procedure. During this period the office and entrances will be un-manned, external doors will be locked and no persons allowed in or out of the premises until further notice.