



# Lockdown Policy & Procedures

## Laleham Lea School

## **Rationale**

As part of our Health & 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 due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on 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 or via email and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, not 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.

## **Notification of Lockdown**

Staff will be notified of a lockdown situation on hearing short bursts of air horns from Nursery, the playground, or the front door. The internal phone system will also be used by office staff who will inform the Head & SBM by stating 'ATTENTION LOCKDOWN'.

## **Procedures**

1. 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, connecting doors and all outside doors where it is possible, to remain safe.
2. 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 are to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom or office and remain with that class and class teacher, eg children using toilets when the siren goes.
4. If practicable staff should notify the front office by Scholarpack message that they have entered lockdown 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, eg Member of SMT, Chair of Governors in person that there is an all clear.
7. As soon as possible after 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**

1. Front office staff to ensure that their office is locked and police called if necessary.
2. Head locks the school's front doors and entrances if necessary.
3. Caretaker, if in his office, to head to Nursery and ensure doors are all closed.
4. Individual teachers/TAs lock classroom doors and close windows and pull blinds.
5. Nearest adult to check exit doors in Reception and Nursery.
6. Nearest adult to check Dining Room and Long Room doors and head for Secretary or Head's office.
7. Staff in staff room to lockdown in this room.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEAD TEACHER 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 ie via email.
- 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.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information from office staff or emergency services about the time and place pupils can be picked up from.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents 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.

### **Lockdown Drills**

Lockdown 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 staff will be debriefed so that improvements can be made.

### **Review**

This Policy will be reviewed annually as part of Emergency Procedures and the Health & Safety Policy.

Next review date: June 2023

Ms K Barry

March 2019