

Rowley Park Primary Academy
Lock Down Policy and Procedures



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All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
2. An intruder on the school site (with the potential to pose a risk to staff and pupils);
3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog roaming loose.

This policy will detail -

- Access to the school bell controls to raise an alarm in an emergency;
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

Procedure

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal, audible throughout the school;
2. Pupils who are outside of the school buildings to be brought inside as quickly as possible;
3. Those inside the school will remain in their classrooms;
4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lock down mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing):

- Staff should encourage the pupils to keep calm;
- As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Victoria Academies Trust and the school's Health & Safety provider will be notified;
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system;
- Pupils will not be released to parents during a lock down
- If it is necessary to evacuate the building, the fire alarm will sound;
- Staff should await further instructions.

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It is of vital importance that the school's lock down procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lock down drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lock down plan.

Lockdown Arrangements

Full Lockdown

Alert to staff: 'Full lock down'

This signifies an immediate threat to the school.

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, fob 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, Smart boards and computer monitors to be turned off.
3. 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.
4. 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 lock down positions until informed by key staff e.g. Senior Leadership Team.
7. As soon as possible after the lock down teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

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Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Executive Headteacher or office staff member locks the school's front doors.
3. Site Manger to head to Office.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked. If breakfast club in use the lead adult is to lock outdoor doors.
5. Catering Staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT PRIOR AGREEMENT OF THE EXECUTIVE HEADTEACHER BEFORE LEAVING

During the lock down, staff will keep agreed lines of communication open but not make unnecessary calls as this could delay more important communication.

Immediate action:

- All pupils return to base (classroom or other nearest location e.g. sports/assembly/dining hall/ Executive Headteachers Office/Art Room etc);
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner);
- Register taken - the office will contact each class in turn for an attendance report and by mobile phone to ring the missing children;
- Staff and pupils remain in lock down until it has been lifted by the senior leadership team / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet;
- Groupcall - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

Communication between parents and the school

School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

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In the event of an actual lock down, development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

The communication with parents part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message '..The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

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/ email / 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.

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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 the site requires full evacuation staff and children from Rowley Park Primary Academy will promptly leave the site and go to ***** where they will be held until either returning to the school building or be dismissed to parents.