



St. Giles Junior School
School Lockdown Policy

As part of our commitment to keeping all staff, volunteers and pupils safe we have developed a procedure for "lockdowns".

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Signed:

Chair of Governors

Head Teacher

Date Reviewed: June 2016

Date of Next Review: June 2017

St. Giles Junior School
Lockdown 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 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

The School's lockdown plan is as follows:

Signals	
Signal for lockdown	<p>5 short, regular bursts of school bell, supplemented with air horn alarm for alerting staff outside. Head teacher/admin staff to visit all classes to inform that there is a 'Full or Partial' lockdown.</p> <p>Silent' alarm - Head/ admin staff informing each class verbally with coded phrase; Partial Lockdown – “Paul Locksmith called; he needs to speak to you urgently”, or Full Lockdown – “Fred Locksmith called; he needs to speak to you urgently”.</p> <p>Head teacher / admin staff act as runners visiting each classroom stating “Full Lockdown” or “Partial Lockdown”</p>
Signal for all-clear	Verbally from designated person

Lockdown	
Rooms most suitable for lockdown	<p>7 classes to return and remain in own classrooms. 4C to move into 4D.</p> <p>ICT room to be used if children are in the annex.</p>
Entrance points (e.g. doors, windows) which should be secured	<p>Main Building External doors in 3A, 3B, 4D and 5E to be checked and secured by class teacher. Internal class doors to be secured. Annex ICT roller door blind to be pulled down.</p>
Communication arrangements	Head teacher and admin staff acting as runners
Notes	If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site

LOCK DOWN DRILL

Staff will be alerted to the activation of the plan through **5 short, regular bursts of the school bell**, audible throughout the school, with use of air horn for outside, or through use of the 'silent' alarm' - Head/ admin staff informing each class verbally with coded phrase;

Partial Lockdown – “Paul Locksmith called; he needs to speak to you urgently”, or Full Lockdown – “Fred Locksmith called; he needs to speak to you urgently”.

Those inside the school should remain in their classrooms.

All outside activity to cease immediately, pupils and staff return to building.

Pupils who are outside of the school buildings are alerted via an air horn and are brought inside as quickly as possible, unless this endangers them and others.

In this case, staff will follow the stay safe principles and take their children to the Forest School area if on the front play area or next to the pond near the fence if on the rear play area.

Head teacher / admin staff act as runners visiting each classroom stating – “Full Lockdown” or “Partial Lockdown”, or silent alarm using code phrase.

As appropriate, the school office will establish communication with the Emergency Services

Partial	Full
<p>Alert to staff: 'Partial lockdown' This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.</p> <p>It may also be as a result of a warning being received regarding the risk of air pollution, etc.</p> <p>'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.</p>	<p>This signifies an immediate threat to the school and may be an escalation of a partial lockdown.</p>
<ul style="list-style-type: none"> • All external doors and, as necessary, windows are locked by staff, blinds drawn. • Staff should encourage the pupils to keep calm. • Be prepared to move to 'Full Lockdown' • Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff 	<ul style="list-style-type: none"> • External doors locked. • Classroom doors blocked • Windows locked, blinds drawn, pupils sit quietly out of sight (under desk) • Head count taken • Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. • At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building. <p>During the lockdown, staff will keep agreed lines of communication open, via mobile phones, but will not make unnecessary calls to the central office as this could delay more important communication.</p>

As appropriate, the school office will establish communication with the Emergency Services and notify Local authority via the 'School Emergency' phone number -

Parents will be notified as soon as it is practicable to do so via school app, and website.

- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (*Regular practices will increase their familiarity*).

- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
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Communication between parents and the school

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

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should 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 you to come get their children, and where this will be from

Parents will be told '**..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...**'

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 regarding the timing of communication to parents.



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Dear Parent / Carer,

Lockdown and Emergency Procedures

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.

The staff at St. Giles Junior School have received training on the Lockdown procedures in the case of a national or local situation. Whilst we appreciate that this is, fortunately, a rare occurrence, plans need to be in place in the case of an emergency.

Next week we will be discussing the plans as part of making the children feel safe around the school. Please take this opportunity to discuss the situation with them as they will be given clear instructions as to what to do in the light of this situation and they must follow them immediately and remain calm.

If such a situation does ever occur, then the school will take advice from the police and other external agencies. Parents should not attempt to contact the school either by coming to the school or by telephone. We will communicate with parents as soon as we are able to do so via text, app and / or school website.

Regards,

**St Giles Junior School is committed to the Warwickshire
Safeguarding Policy**