



FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

LOCK DOWN POLICY AND PROCEDURES

Name of Unit/Premises/Centre/School	Four Marks CE Primary School
Date of Last Policy Review	January 2025
Review Schedule	Bi-annually
Date of next Review	January 2027
Name of Responsible Manager/Headteacher	Veronica Stoodley
Signature of Responsible Manager/Headteacher	

Rationale

As part of our Health and Safety policies and procedures our 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, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

In January 2016, NaCTSO (National Counter Terrorism Security Office) 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.

If the site requires full evacuation, staff and children from Four Marks Primary School will promptly leave the site and go to The Church of the Good Shepherd where they will be held until either returning to the school building or be dismissed to parents.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing continuous blows on the emergency (orange) whistles. The internal phone system will also be used by office staff who will inform adults in Year 3/4 by stating 'ATTENTION LOCK DOWN'.

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

Procedures:

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal, throughout the school; (This is a continuous blowing on the emergency whistle. On hearing this, all staff should join the continuous blowing of their emergency whistles to achieve maximum coverage as quickly as possible).
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, internal classroom doors and windows are locked. 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, Smartboards and computer monitors to be turned off.
5. 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):
6. Staff should encourage the pupils to keep calm;
7. As appropriate, the school should establish communication with the Emergency Services as soon as possible;
8. Hampshire County Council will be notified;
9. If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
10. Pupils will not be released to parents during a lock down.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

11. Staff should await further instructions & remain in lockdown positions until informed by key staff e.g. Senior Management Team, that there is an all clear. The signal for ALL CLEAR will be given by a blast on the Air Horn.
12. As soon as possible after the 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 ensure that their office(s) are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and all other entrances. Keys should be used to secure the garden door and the library door. Other key external doors are the playground door at the bottom of year 5/6 stairs and the external door in the Chestnut corridor.
3. Caretaker/Site Manager to alert Heydays (phone) and Kitchen Staff (when hall doors are locked). In the absence of the caretaker a member of the office team will do so.

4. Individual teachers/LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors are locked at bottom of Y5/6 stairwell, at exit to sensory garden, all EYFS exits and all external individual outdoor classroom doors.

5. Catering Staff to lock external kitchen door and turn off lights.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN
WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER 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 – email/website/ 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.

Lockdown drills

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. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed bi-annually as a part of Emergency Fire and Evacuation Plan and H+S Policy Documents.

Additional information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bombthreatchecklist.pdf?epslanguage=en-gb>