**CAMBOIS PRIMARY SCHOOL**

**Lock Down Policy and Procedures**

Created: JUNE 2023

Reviewed: SEPTEMBER 2024

**Lock Down Policy and Procedures**

**Rationale**

As part of our Health and Safety policies and procedures CAMBOIS PRIMARY 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 or animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

**NaCTSO (National Counter Terrorism Security Office)**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. The latest advice is from [www.protectuk.police.uk](http://www.protectuk.police.uk) 2022.

**Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone OR by email 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.

**Notification of Lockdown**

Staff will be notified lock down procedures is to immediately take place on hearing an air horn (??) from halls and or playground. The internal system will also be used by office staff who will inform adults by stating ‘red ice cats/amber ice cats (LOCK DOWN)...’ or red/amber ICE Cats cat is shown to staff as a silent signal.

Lockdown can be categorised as RED full lockdown, or AMBER partial lockdown... full lockdown guidelines are written below, partial lockdown may occur when it is deemed safer to keep the indoors with doors and windows locked but freedom of minimal internal movement is allowed, this situation will be constantly and vigilantly monitored and can be escalated to full lockdown when required.

**Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the playground 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 and locked, children are to be positioned away from possible sightlines from external windows/doors. Lights, Smart board’s and computer monitors to be turned off, partial lockdown does not require lights, smart boards and computer shut down.

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 informing the SEMT of their whereabouts as soon as safely possibly. (SEMT school emergency management team)

4. If on the corridor Look for the nearest room available and lock the door and find the safest place within the room and lay low out of sight. Look for the ‘**Safe Corner**’

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

+. Staff should support children in keeping calm and quiet (ICE CATS training JUNE 2023). Place children against the walls / behind tables / in toilet areas, so that the intruder cannot see them looking in the door/window. Look for the ‘**Safe Corner**’, While staff activate the external shutters. (Where applicable)

Staff should follow guidance from SEMT, Front desk will lock doors and secure all main areas. All children to be kept low and in a ‘safe area’

6. Staff to remain in lockdown positions until informed by key staff e.g. Head Teacher or Senior Management.

7. As soon as possible after the lockdown teachers return to their base classrooms and check numbers again.

**Staff Roles:**

1. Front office staff en-sure that their office(s) are locked and police called if necessary \*hit panic button\*.

2. \_\_\_\_\_\_\_\_\_\_\_\_Marianne Allan\_\_\_ or office staff member locks the school’s entrance and front desk to shut the main door.

3. Staff to make sure that all outer doors are locked.

4. Individual teachers and support staff to lock/close classroom door(s) and windows (garden room if safe to do so). Nearest adult to check exit doors in the building and outdoor classroom doors are locked all blinds to be drawn closed, shutters to be activated.

5. Staff in rooms with children to lock down in this room shutting blinds, curtains and windows.

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

**WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER or senior SEMT leader in Their absence 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 – 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 themselves 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, under emergency circumstances please make sure your own emergency contact line is free in case we need to contact you with relevant information (usually via text message) It is important to note that on rare occasion you do not travel to school for logistic purposes the emergency services may restrict access to the area, for your own safety, we ask that you please respect this guidance... 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 children 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.

If an evacuation happen’s IN LOCKDOWN, all persons/classrooms will be directed by emergency services officer or SEMT administrator to a safe location. Once evacuated from the building, teachers should take account for all children present in class. Administrators will divide and keep in communication with radios or phones.

**Lockdown drills**

Lock down 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 debriefed to staff so improvements can be made.

**Review**

This policy and procedures will be reviewed annually.

\_\_\_\_\_\_\_\_\_\_\_\_ JUNE 2023

Signed: …………M. Allan……….………… (Headteacher)

Date:……………………July 2023……………………………

To be reviewed September 2024

\*NB use of air horns in practice are not required, but it is useful to activate them in a twilight session to comprehend audible reach and location.

Lock Down CAMBOIS PRIMARY SCHOOL

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| **Signals** | |
| Signal for lockdown  Escalation to evacuation | Air horn once short blast for partial lockdown /amber ice cat image... Long blast for full lockdown/ red ice cat image if unaffected by electric or instigated by head teacher, internal lockdown to be activated by HT. Ice cats spoken as a vocal word can instigate lockdown.  Fire alarm with air horn... evacuate 25 metres from the school |
| Signal for all-clear | Verbal communication, green ice cat image |

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| **Lockdown** | |
| Rooms most suitable for lockdown |  |
| Entrance points (e.g. doors, windows) which should be secured |  |
| Communication arrangements | * Classroom telephones * Mobile phones * Instant messaging / email * Other. |
| Notes; outdoor play/P.E./breakfast club/forest school/ afterschool external classes | In first instance, drop to the floor , after teacher assessment, raise awareness of the situation and your location to SEMT, to move to safety by forming an ICE Cats train and head into school closing or locking down doors, via the nearest entrance to the building, |

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

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| **Initial response - lockdown** | **Tick / sign / time** |
| Ensure all pupils are inside the school building. Alternatively, ask pupils to drop down low, hide or disperse if this will improve their safety, whilst shutters/safety measures are activated. |  |
| Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. |  |
| Dial 999. Dial and state for each emergency service that you require. |  |
| Ensure people take action to increase protection from attack:   * Block access points * Sit on the floor, behind tables/cupboards or against a wall * Keep out of sight * Draw curtains / blinds * Turn off lights * Stay away from windows and doors. |  |
| Ensure that staff and visitors are aware of an exit point in case the intruder does manage to gain access. |  |
| If possible, check for missing / injured pupils, staff and visitors. |  |
| Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |  |