

Mulberry Wood Wharf Primary

Lockdown Policy and Procedures

Approval Body: Mulberry Wood Wharf LGB

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Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

This policy will need to be updated when the school site changes.

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.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing adults informing them by stating "ATTENTION LOCK DOWN" and issuing any instructions such as all to go to the 'Lawn House Close' side of the building.

The Executive Headteacher or senior member of staff in charge has the responsibility for overseeing the school should be designated as the school's 'lockdown manager' with a discrete set of agreed responsibilities. Their role is to:

- Alert staff to the activation of a lockdown plan by a recognised alarm or signal that's audible throughout the school
- Bring pupils from outside the school into the school as quickly as possible
- Emergency services should be contacted as quickly as possible
- Ensure those inside the school remain in their classrooms unless directed to move
- Ensure that all external doors, windows and air vents, where appropriate, are locked
- SLT members should have access to keys for the external gates and doors at all times.
- Early Years staff must make sure that doors from classrooms on the ground floor are locked immediately.
- Ensure arrangements are in place for staff to identify pupils who are not accounted for
- Once a lockdown is underway, staff may continually risk assess the cause of the lockdown (with support from the emergency services); the movement of pupils should only be undertaken with the approval of the emergency services
- The CEO/deputy CEO should also be notified at the earliest opportunity
- A lockdown will remain in place until it has been lifted by a member of the school's senior leadership team or by the emergency services
- A fire alarm will trump the lockdown, and it will be the cue to evacuate the school
- Agree on communication methods during lockdown between members of staff

Staff should:

- Ensure that where possible windows and doors have their blinds, cover internal door windows and switch off classroom equipment
- Ensure that children are positioned away from possible sightlines from external windows/doors.
- Lights, Smart boards and computer monitors to be turned off.
- Switch all mobile phones to 'silent,' so as not to give positions away
- Staff should keep the pupils occupied and calm
- 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
- If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for
- Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.

- 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.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER / SLT MEMBER IN CHARGE BEFORE LEAVING

Parents

- Parents should know the school has a lockdown procedure and be given enough information, so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety.
- Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world.
- Pupils should not be released to parents during a lockdown.
- 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.
- Parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

Staff

It is critical that all staff are familiar with the school's lockdown procedures and a lockdown drill is practised at agreed intervals.

Communication

The school's Lockdown policy is available on the school's website.

A summary of the Lockdown drill information should be easily available in each classroom alongside the school's fire evacuation procedures.

Support for staff and pupils

In the event of a prolonged or particularly challenging lockdown, emergency services, local authorities and voluntary sector organisations will typically work together to coordinate practical and emotional support for those affected by the lockdown events.

A reception centre for friends and family could also be set up away from the affected area in another local school.

Staff Roles:

1. Front office staff ensure that the door to the admin reception is locked, and police called if necessary.
2. Executive Headteacher or office staff member locks any internal doors and notifies the FM team.
3. The Site/premises team/ SLT member in charge to ensure all gates and doors are locked / hooked.
4. Reception staff should lock the doors to the outside
5. Catering Staff to turn off all equipment in the kitchen.

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
- 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.
- 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

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.

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/bomb-threat>[http://www.cpni.gov.uk/documents/posters and checklists/bomb-threat-checklist.pdf?epslanguage=en-gb](http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb)[checklist.pdf?epslanguage=en-gb](http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb)