



## HOPE VIEW SCHOOL

### Lock Down Policy and Procedures

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 siren 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;

- The school's Health & Safety provider will be notified;
- The Local Authorities – Kent and Medway SEN Departments will be notified by the school SENCO.
- 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 or taxis during a lock down
- If it is necessary to evacuate the building, the fire alarm will sound;
- Staff should await further instructions.

It is of vital importance that the school's lock down procedures are familiar to members of the senior leadership 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.
5. Staff in charge of off site groups for example, Forest School, PE, D of E etc. will be notified by the school office, that they must not return to the school site until they are told to do so.
6. On the days when pupils are at Chalkhill Farm, the farm manager will be notified by the school office that Full Lockdown has been actioned and pupils must be held at the farm until told otherwise.

## **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team.
3. As soon as possible after the lock down teachers return to their base classrooms and conduct 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.
3. Senior Manger to head to Office to give further instructions.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.
5. Staff in PPA room to lock down in this room.
6. Senior TA and Lower School Lead TA to ensure all fire exit doors are closed and also lock the door to the playground.
7. Admin staff to close blinds at the front of the school.

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

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.

### **Immediate action:**

- All pupils return to base (classroom, tutor room or other nearest location e.g. hall);
- 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;
- 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.

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;

## **Communication between parents, taxi companies 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.

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 or when taxis will be instructed to collect them, 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 and taxi companies**

- If necessary parents and taxi companies 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 and taxi companies may be asked NOT to collect their pupils from school as it may put them and pupils at risk.
- Pupils will not be released to parents or taxis during a lock down.
- Parents and taxi companies 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.

## **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 Hope View School will promptly leave the site and go to Chilham Village Hall where they will be held until either returning to the school building or be dismissed to parents or taxis.

### **Additional information**

**Guidance on receipt of a bomb threat** <http://www.cpni.gov.uk/security-planning/businesscontinuity-plan/bomb-threats/>

### **Bomb threat checklist**

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

**Responsible Person: Mrs C Lorne – Headteacher**

**Date of Policy: August 2020**

**Policy Review Date: August 2021**

**Links with other policies:**

**Child Protection Policy**

**Health & Safety Policy**