



# Lock Down Policy

Ratification Date: 5/09/23

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## **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 students, staff and visitors are safe in situations where there is a hazard in or outside the school in the near vicinity. A lockdown is implemented when there is a serious security risk of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent on causing harm/damage and bomb threats or suspected terrorist activity.

## **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.
- A decision is made to instigate lockdown.

Staff will be notified lockdown procedures are to immediately take place on hearing ‘Attention Lockdown’ this message will be communicated via the two-way radio or verbally with a senior member of staff informing each room on the corridor.

- The two-way radio system may also be used by a member staff who will inform adults by stating ‘ATTENTION LOCKDOWN’ then that member of staff must secure themselves in the room.

### **Procedures for lockdown**

- These signals will activate a process of students being ushered into the building if in the outside areas as quickly as possible.
- The main school door at the bottom of the stairs should be locked by a member of staff and any visitors escorted to a classroom room. Corridors should be evacuated if safe to do so.
- Dial 999 and request Police.
- At the given signal the students remain in the room they are in, and the staff will ensure the windows and doors are closed, locked and screened, where possible and student are positioned away from possible sightlines from external windows/doors. The blinds should be drawn. Screens to be turned off and classroom lights should be switched off if safe to do so. Remain calm and remember not to discuss details with the students but reassure them.
- Any student or staff member not in class, for any reason, will proceed to the nearest occupied room and remain with the student and staff. All visitors on site will also join the student and staff in the main classroom or other designated room. Where possible, the ground floor should be evacuated.
- Staff should take a headcount of the students and message the Principal/Director if it is safe to do so.

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

- Staff to support students in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, the authorities or in person that there is an all clear.
- As soon as possible after the lockdown staff return to their base rooms and conduct a register and notify the Office immediately of any student not accounted for.

**Staff Roles:**

- Office staff ensure that their offices are locked and police called, if necessary.
- Ensure the front door is locked.
- If the incident occurs at lunch time, staff to escort all student immediately to first floor rooms supported by all school staff who are on site. Then lockdown proceeds as recorded in this document.
- Staff out of lessons to go immediately to the nearest classroom.
- Members of the Senior Leadership Team will ensure they collect their mobile phones on route to the lockdown areas to enable communication with people outside the building.
- The entrance must not be opened until we have the all clear from the emergency services.

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

- If necessary, parents/carers will be notified as soon as it is practical to do so via the school's established communication network website/e-mail/text/call.
- Depending on the type and severity of the incident, parents/carers may be asked not to collect their student from school as it may put them and their child at risk.
- Students will not be released to parents/carers during a lockdown.
- Parents/carers 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 lockdown, parents/carers will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.
- A letter to parents/carers 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 child the importance of following procedures in these very rare circumstances.

- Lockdown drills and Lockdown 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\\_threatchecklist.pdf?epslanguage=en-gb](http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb_threatchecklist.pdf?epslanguage=en-gb)

*Lockdown checklist*

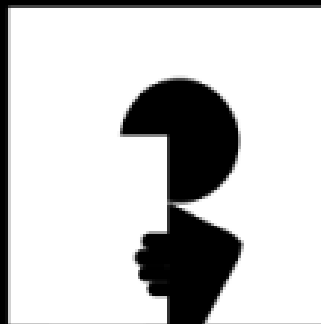
<https://www.gov.uk/government/publications/school-and-college-security>

*Lockdown guidance*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/478003/NaCTSO\\_Guidance\\_Note\\_1\\_-\\_2015\\_-\\_Dynamic\\_Lockdown\\_v1.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1.0.pdf)

**IN THE RARE EVENT OF**  
a firearms or weapons attack

# **RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE.** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.



## LOCKDOWN SIGNAL

Verbal Staff Announcement or  
Message over the School Phone System



## GET/STAY SOMEWHERE SAFE

If you are in a classroom, stay where you are  
If you are outside, go to the nearest classroom  
If you are in the toilets, stay where you are



## HIDE FROM VIEW

Secure/lock the door and block with a desk  
Close the windows and blinds  
Turn off any equipment such as the screens,  
computers and lights  
Move to a safe corner (away from doors/windows)  
Hide under tables



## WAIT FOR INSTRUCTIONS

Stay quiet and calm  
Do exactly what staff tell you to do  
Do not open the door during lockdown unless the fire  
alarm immediately sounds or staff tell you to do so



## ALL CLEAR SIGNAL

Staff will tell you when the lockdown has ended