



**CAWOOD CHURCH OF ENGLAND (VA)
PRIMARY SCHOOL**

**Lock down policy and procedures
2019 – 2020**

Document Status			
Date of next review	January 2023	Responsibility	H & S Committee
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Last reviewed:		Signed	J Grey
Method of Communication			
Website, Server			

Rationale:

As part of our Health and Safety policies and procedures the school must have a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that there is no access from 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 a risk to the children, adults and the security of the premises due to, for example, proximity of dangerous dogs, a swarm of bees, serious weather conditions or attempted access by unauthorised person intent on causing harm. The policy should be read alongside the bomb threat policy.

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, no matter how ridiculous or unconvincing, and must be reported to the police. Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and the police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Lockdown Procedures: Secret coded message.

- Notification of lockdown: **A secret coded message will be communicated to all staff.** For example (Stranger in the house) All the fire/evacuation marshals will know the code and know how to communicate this quickly and subtly so that everyone receives the message and can initiate the lockdown.
- Office staff/marshals will send a text all staff with the word 'LOCKDOWN'. This is confirmation of the start of the lockdown procedures.
 - Office staff/marshals will inform the emergency services on 999.
- All outside activity must cease immediately, pupils and staff return to the building. If the outside classroom is in use the staff member/marshal must do a dynamic risk assessment and decide whether to stay in the outside classroom, enter into the main building or withdraw to the far end of the field.
- All pupils return to classroom and the support staff are to check the toilets.
 - Teaching staff must assess the situation and carry out an immediate dynamic risk assessment of their classroom, deciding on the appropriate course of action. The coded message will indicate to all staff and children to stay in classrooms. If possible registers will be given out by the office staff but this may not be possible. The member of staff must take a head count and account for all the children being present. The staff member must speak calmly and give clear directions to the children to make them as safe as possible. Desks may be moved and used to provide extra protection/shelter. Staff and children must be away from view, quiet and calm. Office and classroom doors to be locked from the inside, wherever this is possible. Door wedges put under doors if you don't have a key; this makes it harder to kick open a door. Door wedges to be kept in a safe and suitable place in the classroom eg. On top of the door or in a safe place in a desk.
- **All external doors and gates are to be locked.** Classroom doors and office doors to be locked where ever possible, in the circumstances. Windows to be closed and locked and blinds/curtains drawn, pupils and staff to sit quietly out of sight (e.g. under desk)

This is only the case if the threat is from outside the school. If the threat comes from within the school or the playing fields then the front gates must be opened as this is one of the main escape routes to Mrs. Jackie Grey house or to the church. The other escape route being at the end of the field behind the trees.

- Free movement is not permitted anywhere in school unless deemed necessary by a member of staff.
- Register taken – where possible, the office marshal will contact each class in turn for an attendance report.

Signal to evacuate the school - evacuation

- A loud whistle will be blown in a pattern of repeated 3. This is the signal and message to evacuate the building quickly using the same procedures as the fire evacuation. **The fire alarm will not sound during a lockdown.** This is because the alarm can be set off by the intruder to cause movement and panic in school. **If the fire alarm does go off whilst in lock down, then ignore this!** Listen for the repeated 3 whistle blows which is the signal to evacuate. Where possible the office will send communications via texting and mobile phones.

Procedures for evacuation:

Office staff – make sure that the gate is now open to allow everyone to exit and move away from the premises as quickly as possible

- Meet on the playground.
- Line up facing the fence and the school gate.
- Line up outside class 3, looking towards the road and facing the gate and fence.
- Nursery nearest to class 3; then classes 1 – 5. Children and staff leave quickly and walk away from the school towards the church.
- Exit via the main entrance gate.

- There are two safe havens where we can congregate:
 1. walk directly to Mrs Grey's home
 2. meet at All Saint's church – should there be a need to be further away from the school.

- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services. This will be done by the Headteacher and office staff going to the classrooms informing everybody that the lockdown is over and we can return to the normal pattern and workings of the day.

PLEASE NOTE – Under lockdown, it is strictly prohibited for staff to use their phones to make calls or communicate outside of school. It may be extremely useful for staff to text in order to give and receive messages. Phones need to be on silent or vibrate so that they do not draw any attention to the member of staff or pupils.

Calls should only be made under instruction from the emergency services/senior member of staff in charge.

Lunchtime and playtime procedures

In the event of a lockdown during the lunch break, children should proceed to their own classroom to be registered and any teachers/teaching assistants who are in the building return to their classroom to take charge. After ensuring that all classes have adult supervision MSAs should meet with the Headteacher / Assistant Headteacher in the school hall and will be deployed as necessary.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regards to the timing of communication to parents.

In the event of a prolonged lockdown or a more severe scenario, North Yorkshire County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

De-Brief

Following any lockdown procedure (practice or otherwise) there will be a debrief at the end of the school day which all staff are required to attend. In the event that this is not possible, please ensure any comments are with the Head/ Assistant Headteacher by close of business the same working day.

Information for Parents

All schools are required to have Lockdown procedures in the case of emergencies.

Our school has a comprehensive policy covering such a situation. It is important that parents and carers have guidance on what they could expect if a Lockdown should happen. Such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information. However, we hope that these procedures are helpful to you in knowing what could happen.

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of NYCC staff overseeing the incident. Parents will be naturally concerned, anxious and all accurate information releases will assist to alleviate undue anxiety. Whenever possible, texts will be sent out to inform parents and carers of the situation along with useful information.

The school's main priority is the safety and welfare of its pupils, and dealing with the immediate situation. However, we will endeavour to ensure that parents / carers are given enough information along with any updates to enable them to understand the potential outcomes. Our aim and intention is that parents :-

- Are reassured that the school / emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Refrain from directly calling the school's office. (Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.)
- DO NOT initially come to the school. (This may interfere with the emergency provider's access / investigation and may put you and others in danger.)
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are reassured regarding the welfare and safety of their children. It is paramount that the matter is dealt with by the emergency services and NYCC jointly to safeguard the children and immediately resolve any danger with as little impact as possible on the school and the wider community.

Finally, it must be stressed that every action will be taken to keep the children safe at school. If the school is in full lockdown, do not enter the premises unless a message has been sent to you with clear instructions. During this period the office and entrances will be un-manned, external doors will be locked, and no persons will be allowed in or out of the premises until the danger has passed.

20th January 2020

10th February 2020