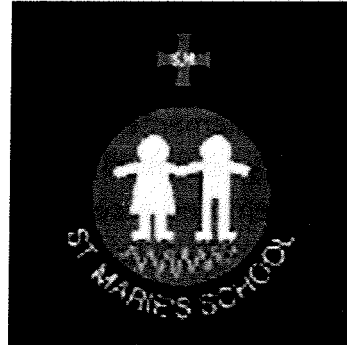
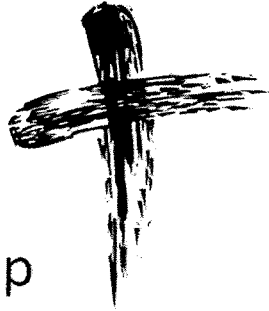


Sheffield Catholic Schools Partnership Model Lock Down Policy and Procedure

Sheffield
Catholic
Schools
Partnership



St Marie's School, A Catholic Voluntary Academy

GB Date of Approval: 25th June 2019

Planned Review: Annually in September

Reviewed Date: June 2020

A handwritten signature in black ink, appearing to be 'Jan'.

Sheffield Catholic Schools Partnership Model Lock Down Policy and Procedure

Rationale

As part of our Health and Safety policies and procedures, the school has a Lock Down Policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot 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 lock down is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

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 Lock Down

Staff will be notified that lock down procedures are to immediately take place in the following way:

- PARTIAL: A message will be sent around immediately to all areas.
- FULL: short continuous rings of the school bell. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION FULL LOCK DOWN'.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER.

Procedures for Partial Lock Down

In a partial lock down staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in the building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

A 'partial lock down' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Procedures for Full Lock Down

This signifies an immediate threat to the school and may be an escalation of a partial lock down. The aim of a full lock down is for the school and its rooms to appear empty.

Immediate action

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office with external entrance door locked (where a member of staff with key is present).
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.

- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions.

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 lock down, the fire alarm may sound which is a cue to evacuate the building.

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.

Staff Roles

1. Office staff ensure that offices are locked, and emergency services called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manager to report to Headteacher or designated deputy.
4. Individual teachers and classroom support staff secure the classroom doors and windows. Nearest adult to check exit doors in KS2, KS1, EYFS, Nursery, hall and community centre.
5. Staff in PPA room to lock down in this room.
6. Catering Staff to lock the doors to the kitchen and turn off lights.

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 / text / 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 them 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.
- ✓ 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 that pupils can be picked up, from office staff or emergency services.
- ✓ A letter to parents will be sent home on the nearest possible day following any serious incident, to inform parents of the context of lock down and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock Down 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 as a part of Emergency Fire and Evacuation Plan and Health and Safety Policy.

Additional information**Guidance on procedure for handling bomb threats**

<https://www.gov.uk/government/publications/bomb-threats-guidance>

Guidance on developing dynamic lockdown procedures

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

