

Lacock CE (VC) Primary School



LOCK DOWN POLICY

Status	Adopted		
Date adopted by governing body:			
Review Date:			
Revision History:			

Chair of Governors: Stella Sage

Date: 8 March 2024

LACOCK CHURCH OF ENGLAND VC PRIMARY SCHOOL

LOCK DOWN POLICY

Statement of philosophy:

All schools should consider the need for robust and tested school lock down procedures. Although we hope that circumstances warranting lock down procedures to be activated will be rare at Lacock School, these procedures should nonetheless 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 at Lacock School.

Definition

Lacock School lock down procedures may be activated in response to any number of situations, but some of the more typical scenarios might be:

- A reported incident/civil disturbance in the village/ local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

Procedure

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal audible throughout the school. At Lacock School, the signal will be an air horn.
2. Pupils who are outside of the school building to be brought inside as quickly as possible.
3. Those inside the school will remain in their classrooms.
4. 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 off.
5. All external doors and, as necessary, windows are closed/locked (depending on the circumstances, internal classroom doors may also need to be locked).

6. Class window blinds are drawn where possible and children are positioned away from possible sightlines from external windows/doors (e.g. under desk or around a corner).
7. Lights and computer monitors to be turned off.
8. Staff should perform a role call via SIMS or the register boards and notify the school office by mobile phone/school email that they have entered lock down, mentioning any extra pupils or staff present and those pupils not accounted for.
9. Staff who have taken pupils to the village hall, church or playing field should be notified by mobile phone as soon as possible.
10. Head Teacher and office staff will instigate an immediate search for any missing pupils.
11. As appropriate, the school should establish communication with the Emergency Services as soon as possible.
12. Wiltshire County Council will be notified.
13. If necessary, parents should be notified as soon as it is practicable to do so via ParentMail.
14. Pupils will not be released to parents during a lock down.
15. If it is necessary to evacuate the building, the fire alarm will sound.
16. Staff should await further instructions.

At lunchtime or break:

1. Supervising staff to take pupils to nearest classroom.
2. One staff per key stage to sweep toilets and take any pupils to nearest class
3. Rest of procedure to then be followed

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- Staff to remain in lock down positions until informed by key staff e.g. Head Teacher.
- As soon as possible after the lock down, teachers return to their usual classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

- Office staff ensure that the school's front door is locked and police called if necessary.
- Office staff stay in the office, lock the office door, ensure windows are closed and blinds are drawn and stay out of sightline of the sliding visitor window (e.g. under desk).
- Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.

- Staff using the Cube, Nest or Treehouse to lock down the room they are in and turn off lights where possible
- MDSA responsible for serving lunch to lock kitchen door and turn off lights and move to Beech class.

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

It is of vital importance that the school's lock down procedures are familiar to all members of staff including 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. This policy will be displayed on the website.

Communication between parents and the school

Lacock School understands parents /carers concern for their children's welfare and all 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 telephone and entrances will be un-manned, external doors locked and nobody allowed in or out'**.

Lacock School lock down procedures, especially arrangements for communicating with parents/carers, will be routinely shared with parents either by ParentMail, newsletter or via the school website.

Communication with parents

- If necessary parents/carers will be notified as soon as it is practical to do so via ParentMail.
- Depending on the type and severity of the incident, parents/carers 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/carers during a lock down.
- 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 lock down, parents/carers 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/carers will be sent home as near as possible to the day following any serious incident to inform parents of context of lockdown and to encourage parents 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.

Staff are encouraged to 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 Lacock School will promptly leave the site and go to the **Village Hall**, depending on availability, where they will be held until either returning to the school building or be dismissed to parents.

Additional information

Guidance on receipt of a bomb threat and a checklist can be found at:

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