

Charlestown Primary School



Lockdown / Invac Policy and Procedures September 2022

**Approved by: Full
Governing Body**

Date: September 2022

Last reviewed on:

September 2020

Next review due by:

September 2025, or earlier if required

Document Control	
Title	Lockdown / Invac Policy and Procedures
Date	September 2022
Review	Every 3 years, or earlier if required
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Lockdown Policy and Procedures

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered 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 serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorized persons intent on causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) – Guidance

In January 2016, NaCTSO provided the following advice to leaders of the 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 Lockdown

Our site is now very secure, and it is very hard to enter the site beyond the fobbed gates. However, should any person of concern appear on the premises, staff will be notified that lock down procedures are to immediately take place by:

Office to alert all staff via 3 methods

- 1. 3 rings on the school bell (located in Mrs Byfield's office)**
- 2. By radio - 'This is a code blue, please close the blinds please can you confirm you have heard this message'. Request for all radios move to channel 1**
- 3. Phone message this is a code blue by calling 803**
- 4. Office to check hall and staffroom if they have not heard the message**

Fire doors should also be secured immediately. Any children outside on the playgrounds will be alerted by a siren which is located in each of the shared areas. It is the responsibility of all adults in the area to consider anyone outside and use the siren to alert the children and staff outside.

The ARC

Whilst the ARC is secure from the inside, there is a risk that due to the outdoor location, strangers can loiter or be seen on the school drive. If an adult is seen loitering on the other side of the ARC fence, please bring the children in asap and alert the office staff. Please then await further instructions but where possible, please take the children to the inside corridor space or as far away from the main windows as possible.

Procedures

- The telephone message and/or sirens 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 external doors where it is possible to do so safely.
- At the given signal, children will remain in the room they are in and the staff will ensure that windows and doors are closed/locked and screened where possible (pulling down blinds) and children are positioned away from possible sightlines from external windows/doors. Lights, Interactive Whiteboards and computer monitors to be turned off. Children should be encouraged to play a game by hiding under the tables.
- 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 the toilet when signal goes. Classes in the hall or dining room will remain in place until it is safe for them to return to their classroom.
- As soon as is safe/practical, staff should complete an evac on the iPad and notify the front office that they have entered lockdown and state urgently those children who are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff should support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by key staff (e.g., Member of SLT) that lockdown is over - by 3 rings / by radio for EYFS. This can be done by a telephone message stating '**Please return to learning**' by 3 rings will sound / radio and phone message.

Members of SLT will then come round school to check all is well

Additional Information

This is a guide only and will depend on each situation. The priority is for the safety of pupil and staff

If Mrs Collis or another member of staff comes to a classroom room and demands the door be opened this may be under duress and it may not be safe to do so, the above lockdown is over signal will be used whenever possible.

All classrooms have emergency gate keys kept in the green evac bags to evacuate to the high school if deemed necessary to evacuate their class and unsafe to remain.

Do not leave the building during an Invac as an intruder may activate the fire alarm in order to open all doors. Please only leave the building if you are sure it is a fire this may be by a message from the office or other visible signs.

If deemed necessary, place furniture by doors or other access points to prevent entry.

Staff Roles

1. Front office staff ensure that their offices are locked and the police are called if necessary.
2. Office staff member locks school's front doors and entrances as safely as possible.
3. Caretaker or Site Manager, if on site, to head to the Office area.
4. Individual teachers/TAs to lock classroom doors and windows. Nearest adult to check external doors in EYFS, KS1 and KS2. Outdoor shutters to be put down if practical. If community room is in use, lead adult to lock windows and doors. If community is in use, such as the parent group, they will have had site of this policy prior to further use.
5. Staff using the staff room to lock external doors and close the blinds
6. Catering staff to lock back door to kitchen, close shutters and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER/SLT BEFORE LEAVING EVEN IF THEY HAVE A PRE-BOOKED APPOINTMENT

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 / Parent text service.
- 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 lockdown regardless of pre-arranged appointments or meetings.
- 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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from the 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 lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lockdown practices will take place a minimum of once a term to ensure everyone knows exactly what to do in such a situation and to enable us to learn from specific scenarios. Monitoring of practices will also take place and be debriefed to staff so improvements can be made.

Additional information Guidance on the receipt of a bomb threat

LOCKDOWN PROCEDURES

Quick Guide around school (copy in each classroom)

Notification of lockdown: **Office to alert all staff via 3 methods**

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2. **By radio - 'This is a code blue, please close the blinds please can you confirm you have heard this message'. Request for all radios move to channel 1**
3. **Phone message this is a code blue by calling 803**

Office to check hall and staffroom if they have not heard the message

Alert children outside on the playgrounds by siren **'all children go to your classrooms immediately calmly and quietly'** **Sirens are located:** in KS1 & 2 under the sink in shared areas, ARC, the kitchen, EYFS - Reception by the door to the outdoor area

Please close and lock all windows, doors and pull down the blinds. Emergency wardens to pull down blinds in their area if safe to do so

Children and Staff to be positioned away from possible sightlines from external windows/doors -Children should be encouraged to play a game by hiding under the tables. Lights, Interactive Whiteboards and computer monitors to be turned off.

Signal Lockdown is over: Remain in your area until you are alerted that lockdown is over Notification it is over is- **'Please return to learning'** by 3 rings will sound / radio and phone message.

IMPORTANT INFORMATION

- **This is a guide only and will depend on each situation. The priority is for the safety of pupil and staff.**
- **If Mrs Collis or another member of staff comes to a classroom room and demands the door be opened this may be under duress and it may not be safe to do so, the above lockdown is over signal will be used whenever possible.**
- **All classrooms have emergency gate keys kept in the green evac bags to evacuate to the high school if deemed necessary to evacuate their class and unsafe to remain.**
- **Do not leave the building during an Invac as an intruder may activate the fire alarm in order to open all doors. Please only leave the building if you are sure it is a fire this may be by a message from the office or other visible signs.**
- **If deemed necessary, place furniture by doors or other access points to prevent entry.**

A copy of this is located in each classroom