



**St Gilbert of Sempringham Church of England  
Primary School**

**LOCKDOWN POLICY**

**December 2024**

**This Policy should be read in conjunction with the Business Continuity Plan**

**Policy Date: December 2024**

**Policy Review: December 2025**

## **Introduction**

St Gilbert of Sempringham C of E Primary School has adapted a lockdown procedure in line with the Business Continuity Plan adopted in December 2023.

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 nearby vicinity. A lock down can be implemented on occasions when there maybe a serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or 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.

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 made to close or evacuate.

## **Lockdown Procedures**

All staff will be issued with a whistle. Staff will be notified that lockdown procedures are to immediately take place on hearing a continuous whistle blast. All staff are to ensure safety of the children at all times.

- Senior Administrator is to make sure the front entrance door is locked and the external gate.
- Headteacher/Assistant Headteacher will ensure other external doors are locked.
- Senior Administrator will contact the police.
- Front gate and entrance door to be opened by the Headteacher or Senior Administrator only.
- The signal of the continuous whistle, will activate a process of children being ushered in to the school building if on the playground/school field or in the outdoor Nursery area as quickly as possible.
- Members of staff on duty to do a sweep of the outdoor areas before coming into school and securing the outside doors.
- Children and staff will remain in the room they are in. Staff will ensure windows and doors are closed. Children to be positioned under tables if appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- The Headteacher/Assistant Headteacher will decide if children and staff would be safer in the hall or in on particular classroom depending on the emergency situation.
- A roll call will be taken using the fire registers once in lockdown positions.
- Once the police are called the Senior Administrator will hand out the registers if safe to do so.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class, e.g. children using toilets when continuous whistle sounds. Headteacher and/or Assistant Headteacher to ensure all outside doors are secure and then base themselves in the the office.
- NO ONE SHOULD MOVE ABOUT THE SCHOOL ONCE IN PLACE.
- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff that there is an all clear.
- This will take place by a verbal 'all clear' message from the Headteacher or Senior Administrator.

- As soon as possible after the lock down is at an end, teachers return to their base classroom and conduct a roll call and notify the office immediately of any pupils not accounted for.

### **Staff Roles and Responsibilities**

- Headteacher/Assistant Headteacher to continuously blow the whistle around the school and check external doors are closed.
- Senior Administrator ensure that the front entrance door is locked and police called if necessary.
- Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.
- Staff if located in the Staff room should remain in there with the door locked.
- Staff or children in the hall taken to the classroom
- All other staff/ children head to the nearest classroom. STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

### **Communication with Parents**

- If necessary parents will be notified as soon as it is practical to do so via the school email/text system.
- 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.
- Parents will be asked not to call school as this will 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 office staff or emergency services
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following these procedures in very rare circumstances.

Lockdown drills will take place termly 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.



# Lockdown Form



There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

## Signals

Alarm or signal for lockdown shelter	<i>Continuous Whistle Blast</i>
Signal for stand down / all-clear	<i>All Clear given by Headteacher/Assistant Headteacher</i>

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Sophie Foston	
Deputies	Faye Tubb	
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown

1. Classrooms
2. Hall
3. Offices
4. Staffroom

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	Village Hall
Type of venue	Community
Contact name	Lorna Bennett
Contact telephone number	01529 241699
Useful info such as distance from school, directions, capacity, opening hours	

**Other useful contacts:**

Name	Emergency Contact Number
Matt Timings (Chair of Governors)	07725 582592
Susan McArd (Administration Assistant)	07850 085010

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc. as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	