



# **INCLUSIVE LEARNING FEDERATION**

## **Bradwell Village School**

### **Lockdown Policy**

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**Date: November 2021**

**Approved by: Full Governing Body**

**Date: July 2023**

**Last reviewed on:**

**July 2023**

**Next review due by:**

**September 2023**

## Lock Down Policy and Procedures

### Lock Down Policy Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should 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. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the 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 (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose.

### Procedure

#### Follow the CLOSE procedure:

- Close all windows and doors
- Pull down blinds and cover door window panels
- Lock up
- Stay out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lockdown for some time.

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal –

2. Pupils who are outside of the school buildings to be brought inside as quickly as possible.

3. Those inside the school will remain in their classrooms.

4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked) and curtains/blinds closed, especially where windows are externally facing. If necessary, identify an inner space where you could take pupils to e.g., the sensory areas around the school.

5. Once in lock down mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing pupils).

#### **NO ONE SHOULD MOVE AROUND THE SCHOOL**

6. Staff should encourage the pupils to keep calm.

7. As appropriate, the school should establish communication with the Emergency Services as soon as possible.

8. The Executive Headteacher, Chair of Governors and School Improvement Partner should be notified immediately.

9. If necessary, parents/carers should be notified as soon as it is practicable to do so via the school's established communications system. Parent mail, email or text, school website.

10. Pupils will not be released to parents/carers during a lock down.

11. If it is necessary to evacuate the building, the fire alarm will sound continuously.

12. Staff should await further instructions. Staff to remain in lockdown position until informed by key staff LV/JW/NO.

13. As soon as possible after the lock down teachers to return to their base classrooms and conduct a roll call and notify the office of pupils not accounted for.

**It is of vital importance that the school's lock down procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff and support staff.**

**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.

**Staff Roles:**

1. Office staff ensure that their office is locked (office door key to be kept in office) and police called if necessary.
2. Site Manager/Office locks the school's front doors if safe to do so.
3. Individual teachers/LSAs/Learning Mentors close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.

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

During the lock down, staff will keep agreed lines of communication open but not make unnecessary calls to the school office as this could delay more important communication.

## **Communication between parents/carers and the school**

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

In the event of an actual lock down, developments are communicated to parents/carers as soon as is possible. It is obvious that parents/carers will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents/carers will be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety;
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers;
- do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- wait for the school to contact them about when it is safe for them to come and collect their children, and where this will be from.

The communication with parents/carers needs to reassure them that the school understands their concern for their children's welfare and that everything 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 switchboard and entrances will not be staffed, external doors locked, and nobody allowed in or out.*'

## **Communication with parents/carers**

- If necessary, parents/carers will be notified as soon as it is practical to do so via the school's established communication network –call parents/carers/ website/ email / telephone.
- 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 on the nearest possible day following any serious incident to inform parents/carers of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

If the site requires full evacuation, staff and children from Bradwell Village School will promptly leave the site and go to Priory Common School on Scatterill Close where they will be held until either returning to the school building or be dismissed to parents/carers.