



## JESSOP PRIMARY SCHOOL & CHILDREN'S CENTRE LOCKDOWN POLICY & PROCEDURES

### Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 lockdown is implemented when there are 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 person's 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.

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

### PROCEDURES

#### Intruder Attack Protocol - Overview:

- Tannoy announcement where possible:
- **“Traffic Lights! Traffic Lights! Traffic Lights!”**
- All staff, visitors and pupils to lock themselves inside the nearest room and remain there until given the all clear. This applies to doors which have a self-locking thumb unit or steel bolt. It will also apply to doors which display a green LED. In this instance the reader should be double tapped and the LED should turn red.
- Staff visitors and pupils to remain at floor level in silence as far away as possible from windows and doors.
- Emergency services to be contacted immediately.
- Parents to be informed via parent mail alert
- Chair of Governors and Local Authority to be contacted by LPHT, HOS or SLT

#### Evacuation procedures:

- Fire Alarm call point activated.
- Michael Tippet School alerted – 0207 326 5898.
- Staff, visitors and pupils evacuate to the Pitch
- All Staff, visitors and pupils make their way to Michael Tippet School via the gates in the pitch
- In the event that Michael Tippet School is also being evacuated, staff, visitors and pupils are to assemble in the football pitch in Milkwood Community Park and await further instructions from LPHT or HOS.
- Parents notified via parent mail as early as possible. Instructions will be conveyed by SLT

A lockdown may be activated in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog or other animal roaming loose

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

Jessop Primary School's plan takes into account the available means of internal communication, the age of students, the site layout and the geographical location. Basic principles include:

- Alerting staff to the activation of the lockdown plan by a recognised signal: "Traffic Light": "Traffic Light": announced through the school's PA system.
- Bringing pupils from outside into the school buildings as quickly as possible
- Locking all external doors and windows as necessary
- Having arrangements for staff to notify the school office of any pupils not accounted for

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

- Highlighted below are actions (in Red) and guidelines (in Blue).

### GUIDELINES

- It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.
  - A lockdown drill will be conducted at least once a year.
- Staff should keep agreed lines of communication open, but should not make unnecessary calls to the School Office as this could delay more important communication.
- Staff should also use other means of internal communication, such as: , two-way radios (volume should be adjusted to low), mobile phone (mode should be adjusted to vibrate), , texts, internal email.
- 2 Full Lockdown Alert to staff: "Traffic Light" Traffic Light" "Traffic Light". This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Immediate action: See above
- Parents should not contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
  - Parents should 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
  - Parents should wait for the school to contact them about when it is safe for you to come get your children, and where this will be from. The communication with parents 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, that: 'The school is in a full lockdown situation'.
- During this period the main switchboard and Reception may be un-manned, external doors locked and nobody allowed in or out with the exception of the Emergency Services. It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Lead Partnership Headteacher (or Head of School) regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, it is expected that the Local Authority will provide further guidance.

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

### Partial Lockdown

Partial Lockdown Alert to staff: This will be announced over the PA system as: “Amber Light”:  
“Amber Light”: “Amber Light”: This may be as a result of a reported incident or 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 or some other threat yet to be determined.

The Partial Lockdown Procedure will be known as “Amber Light” “Amber Light” “Amber Light” and will be activated via the PA signal. All outside activity to cease immediately, pupils, visitors and staff return to the building by the nearest safest route.

Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

- 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. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority or Emergency Service Department.

Air pollution.

In such situations, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Both Traffic Light and Amber Light alerts will end with announcement: “Traffic Light/Amber Light Terminated”.

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

### ACTIONS

- *Staff are alerted to the activation of the plan by a recognised signal via the PA system: “Traffic Light” Traffic Light, Traffic Light: Admin to ensure PA system is set for school and Children’s Centre*

*This should be audible throughout the school site.*

- *Staff, visitors and Pupils who are outside of the school buildings are brought inside as quickly as possible*

- *Those inside the school should remain in their classrooms*

*All visitors, contractors etc. must be accounted for and default responsibility falls upon any member of staff in the immediate vicinity. Visitors and contractors will remain in the nearest classroom or office appropriate at the time.*

*Default responsibility falls upon any member of staff in the immediate vicinity to ensure: All external doors and, as necessary, windows are locked. If a classroom, office, conference room reader is green, it can be locked to red by double tapping the reader. For specific instructions see heading under “Locking”.*

- *Once in lockdown mode, staff should notify the Phase leader or Assistant Head Teacher via internal email or mobile phone of any pupils not accounted for. A designated SLT or Phase Leader will initiate an immediate search for any missing pupils, visitors or staff.*

- *Staff should encourage the pupils to keep calm and to remain out of sight from windows and doors.*

- *As appropriate, the school should establish communication with the Emergency Services as soon as possible. Default responsibility falls upon any member of staff in this instance*

- *If necessary, parents should be notified as soon as it is practicable to do so via parent mail. An instruction will be conveyed by a member of SLT*

- *Pupils will not be released to parents during a lockdown situation. (Parents will be updated as and when appropriate*

- *If it is necessary to evacuate the building, the fire alarm will be sounded and all staff, visitors and pupils should make their way to the assembly point in the Key Stage One play ground and the pitch in the Key Stage Two play area.*

- *It may be necessary to evacuate to Michael Tippet School. Notification of this eventuality will be made by a member of SLT. Premises will be on hand to signpost staff, pupils and visitors where to go Parents will be updated as soon as is operationally possible*

- *Individual staff or visitors cannot sign out or leave the premises during a lockdown procedure.*

- *Staff should keep agreed lines of communication open, but should not make unnecessary calls to Reception as this could delay more important communication.*

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

### ACTIONS

***Locking of doors:*** Default responsibility falls upon any member of staff in the immediate vicinity to ensure:

***Children's Centre: All doors and windows to be closed***

***Main School: Main sliding reception door locked with key (in key cabinet in the office).***

***Exit door to KS2 play area locked***

***Laundry Exit door bolted and locked with thumb lock***

***Office shutter to be closed***

***Stairwell doors to be bolted and thumb locked***

***Nursery external doors to be locked with bolt and thumb lock. Blinds should be closed***

***Reception external doors to be locked with bolt and thumb lock.***

***Year 1 (seal & Penguin) classrooms: external doors to be locked with bolt and thumb lock.***

***Ground floor toilets to be locked with bolt***

***Staff Room external door to be locked with bolt and thumb lock.***

***Computing (ICT Suite) external door to be locked with bolt and thumb lock.***

***Catering Staff to music room***

***• Individual staff or visitors cannot sign out or leave the premises during a lockdown or partial lockdown procedure***

## JESSOP PRIMARY SCHOOL – LOCKDOWN PROCEDURE

Next steps:

Staff should await further instructions. It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. A lockdown drill will be conducted at least once a year.

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in shared drive under premises procedures

### **Additional information**

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>