Avenue Pre Preparatory School & Nursery

School Security (Lock Down) Policy & Procedure

RATIONALE

As part of our Health and Safety policies and procedures the school has a Security (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.

In certain circumstances 'lockdown' is implemented and when there is serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent on causing harm/damage.

RNaCTSO (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. The school is following this national guidance and applying it in a way that causes least distress to children and their parents/carers.

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:

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of air horns from the front hall and playground. Staff will inform the children by stating **'GOLDILOCKDOWN!'**

PROCEDURES:

ALARM TRIGGERING

1. The Lockdown Alarm and Strobe is triggered by depressing any of the four wireless panic buttons on the Wireless Remotes located in each classroom. This will activate the emergency call centre at Banhams and, when confirmed by the school, will notify the Police. The System is maintained by Banhams.

2. These signals 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 offices, fob connecting doors and all outside doors where it is possible to remain safe until the incident has been fully resolved.

3. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors are to be turned off. Children will be asked to sit underneath the tables (Rec, Yrs 1 and 2) and the Nursery to curl up as small as possible on the matted area in the main hall. Staff remain with their children until the all clear is given. This will be delivered by a senior member of the nursery staff.

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. If a class is in a different room from where their classroom is, they are to go to the nearest room available.

5. If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL.

6. Staff to support children in keeping calm and quiet.

7. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear.

8. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of the names of any pupils not accounted for.

STAFF ROLES:

1. Office staff ensure that the office(s) are locked and police called if necessary.

2. Nursery staff bolt both locks on side door. If feasible, staff double lock front door.

3. Nursery staff to remain in Nursery with children.

4. Individual teachers lock/close classroom door(s) and windows from the inside.

5. Staff on PPA in resources room or staffroom to lock down in this room.

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

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/ ScholarPack communications / telephone

- 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 may tie up emergency lines.

- If the end of the day is extended due to the lock down, 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 the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

LOCKDOWN DRILLS

Lock down practices will take place a minimum of once a year 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.

REVIEW

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

ADDITIONAL INFORMATION

Guidance on receipt of a bomb threat
https://www.cpni.gov.uk/national-security-threats

Bomb threat checklist
https://www.cpni.gov.uk

Reviewed July 2020

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Review annually

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