



Stanley Crook Primary School

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OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)

School Lock Down Policy and Procedures

Completed by: Mr Christie

Date Implemented: September 2023

Review date: September 2024

Stanley Crook Primary School is committed to improving outcomes for all pupils



SCHOOL
MEMBER



Lock Down Policy

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:

1. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
2. An intruder on the school site (with the potential to pose a risk to staff and pupils);
3. A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
4. A major fire in the vicinity of the school;
5. The close proximity of a dangerous dog roaming loose.

This policy will detail –

- Access to the school bell controls to raise an alarm in an emergency;
- Other means of internal communications – internal secure email, two-way radios, mobile phone, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

Procedure

1. Staff are alerted to the activation of the lock down procedure plan by a recognised signal, audible throughout the school;
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).

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).

- **Staff should encourage the pupils to keep calm;**
- **As appropriate, the school should establish communication with the Emergency Services as soon as possible;**
- **Durham County Council and the Local Authority Health & Safety team will be notified;**
- **If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system (text messaging service and Class Dojo);**
- **Pupils will not be released to parents during a lock down;**
- **If it is necessary to evacuate the building, the fire alarm will sound;**
- **Staff should await further instructions.**

It is of vital importance that the school's lock down procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

To achieve this, a lock down drill will be undertaken at least once a year. Pupils will also be aware of the plan (regular practices will increase their familiarity). Parents too will know that the school has a lock down plan.

Lockdown Arrangements

Full Lockdown

Alert to staff: 'Full lock down'

This signifies an immediate threat to the school.

Signalled by THREE long separate blasts of the school electronic bell system

(Located in the school hall. The electronic bell can be activated by depressing the small black button on the alarm console).

Procedures:

1. These signals will activate a process of children being ushered into the school building, if on the playgrounds, as quickly as possible and back to their classrooms where it is possible to remain safe. **The signal can be activated by ANY member of staff in order to avoid delay in initiating lock down procedures.**
2. These signals will additionally activate a process for the securing of doors, including the locking of the school office, fob connecting doors and all outside doors (including external classroom doors – Donaldson, Dahl, Cowell, Walliams and Morpurgo). Attention must be paid to the locking of the rear yard door, the hall door and the rear kitchen door, as these are not fob connected.
3. At the given signal, the children return to their classrooms 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 to be turned off (teachers may retain access to their laptop for access to secure emails).
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 (HT will check toilets upon the signal – any children located will move to Team Morpurgo).
5. **Staff in each classroom should conduct an immediate register and include:**
 - **a list of children present from their own team;**
 - **any children from other teams who are temporarily located with them;**
 - **a specific notification of any specific children from their Team who are not accounted for.**A list of these children will be established and cross-referenced by the HT and office when registers are received.
6. This register should be sent to:
stanleycrook@durhamlearning.net/ d.christie@stanleycrook.durham.sch.uk
Staff are to also copy into the email all other teachers and TAs so that 'missing' children can be identified, located and cross-referenced.
Each member of staff are to establish a 'lock down' contact group on their secure school email (containing the two emails above – and all emails of teachers and TAs) so that register emails, and any other communication, can be quickly and effectively sent in the event of a lockdown.
7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

THE END OF LOCKDOWN WILL BE SIGNALLED BY THE SOUNDING OF FIVE LONG SEPARATE BLASTS OF THE SCHOOL ELECTRONIC BELL.

THE END OF LOCKDOWN MUST BE SIGNALLED BY THE HEADTEACHER – OR THE MOST SENIOR MEMBER OF STAFF ON SITE.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called, if necessary. Office staff to lock down and lock office door.
2. Head or office staff member ensures school front doors (fob connected) are locked and secure.
3. Caretaker to Headteacher's Office.
4. Individual teachers/ TAs close classroom door(s) and windows. External classroom doors to be closed and locked. Nearest adult to check exit doors for yard door, hall door and kitchen door.
5. Headteacher to lock down staff room.
6. Catering Staff to lock back door to kitchen, close and lock all windows and turn off lights.

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

During the lock down, staff will keep agreed lines of communication open but not make unnecessary contact to the Headteacher or School Office, as this could delay more important communication.

Immediate action:

- All pupils return to classrooms
- External doors locked. External classroom doors locked; Windows closed/ locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner);
- Register taken - the office will contact each class in turn for an attendance report;
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Examples of discreet communication channels:

- Staff to access the secure school e-mail system, where they could access their account and await further instruction. Staff will need to ensure that they are familiar with accessing their account through a variety of means e.g. laptop or tablet etc.;
- MS Teams - staff to be put into a defined user group 'lockdown'. This to be used to communicate instructions via Teams in an emergency.

Communication between parents/ carers and the school

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

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

Communication with parents/ carers is to be established by the Headteacher, or the most senior member of staff on site during lock down.

Parents 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.

Communication needs to reassure parents/ carers that the school understands their concerns 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 be unmanned, external doors locked and nobody allowed in or out. Further updates will be provided via the school texting service and/ or Class Dojo.

Communication with parents/ carers

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – Class Dojo/ texting service/ school website/ email / 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 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 them of context of lockdown and to encourage parents/ carers to reinforce with their children the importance of following procedures in these very rare circumstances.

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.

If the site requires full evacuation staff and children will promptly leave the site and go to the Village Play Park, where they will be held until being dismissed to parents. A text message will be sent to parents/ carers advising of location of collection.

Additional information

Guidance on receipt of a bomb threat <http://www.cpni.gov.uk/security-planning/businesscontinuity-plan/bomb-threats/>

Bomb threat checklist

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

