"Together We Care, Share and Achieve"

Llanhari Primary School

Statutory Policies

Lock Down Policy and Procedures

Date	Review Date
March 2023	March 2024

Rationale

As part of our health and safety policies and procedures the school has a Lock down policy to implement a dynamic lockdown.

What is a dynamic lockdown?

Dynamic lock down is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

A lock down can be implemented when there is 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 persons 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 over whelming 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 hall/playground. The internal phone system will also be used by office staff who will inform adults by stating "ATTENTION LOCK DOWN".

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 the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.
2. 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 to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class teacher e.g. children using toilets when siren goes. If a class is in the hall they are to go to the staff room.
4. 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
5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team that there is an all clear.
7. As soon as possible after the lock down teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. The school clerk ensures that the office is locked and police called if necessary.
2. Head or office staff locks the school's front doors and entrances.
3. Site Manager to go to office.
4. Individual teachers/HLTAs/LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked and blinds are to be lowered.
5. Catering staff to lock back door to kitchen and turn off lights.

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/text service/telephone.
- Depending of 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 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 the office staff or emergency services.
- A letter to parents will be sent home at the nearest possible day following any serious incident to inform parents of context of lock down and to encourage parents 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 part of Emergency fire and Evacuation Plan and H&S policy.

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-threat-checklist.pdf?epslanguage=en=gb

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:	E Coates	**Date:**	30th March 2023
Chair of Governing Body:	M Cleverly (VCoG)	**Date:**	30th March 2023

Initial equality impact assessment

Question	Equality Groups																								Conclusion	
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.