



St Matthias Church of England Primary School

Headteacher Mrs Fiona Cullerne

Cromwell Road, Malvern Link, Worcestershire, WR14 1NA.

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St Matthias Primary School

Lockdown Policy and Procedures

Article 19 Protection from all forms of violence

Introduction

This policy and procedure runs alongside our Health and Safety policies and procedures and our bomb threat 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 that has been identified in the school grounds or outside the school in the near vicinity.

The Threat

A lockdown procedure is implemented when there are serious security risks of the premises or endangerment to pupils, staff or visitors. This may include near-by chemical spillage, proximity of dangerous dogs, serious weather conditions, unknown objects left in the vicinity which may pose a risk or attempted access by unauthorised persons intent in causing harm/damage.

Sources of threat

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 Threat: Procedures for Handling Bomb threats

Most bomb threats are made over the phone and mostly they 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 and follow our Bomb Threat policy.

Notification of Lockdown

Staff will be notified to immediately follow lockdown procedures on hearing **short pulses from the fire alarm bell** from around the building. The internal phone system will also be used by the office staff who will inform adults by stating '**ATTENTION LOCKDOWN**'



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Procedures:

1. The signals of the fire alarm with short pulses will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of external doors when everyone is in.
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 window blinds pulled down where possible and children are positioned away from possible sightlines from external windows/ doors. Children and staff to sit on the floor and to stay as low as possible. 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 and class teacher. For example children using toilets when siren goes or groups doing interventions.
4. If practicable staff should notify the Office staff/ Headteacher/ Deputy Headteacher by phone/ text using their mobile phones that they have entered lockdown and of those children not accounted for and any children that have joined their class who are not normally there.

NO ONE SHOULD MOVE ABOUT THE SCHOOL BUILDING

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher or Deputy Headteacher or other senior leaders in the school that there is an all clear.
7. As soon as possible after the lockdown, teachers return to their normal classrooms and conduct a roll call and notify the Office staff immediately of any pupils not accounted for.

Staff Roles

1. Headteacher/ Deputy Headteacher/ Office staff members lock the Schools' front doors, glass corridor doors and any other entrances.
2. Office Administrator ensures that their office is locked and Police are called if necessary.
3. Individual teachers/ Teaching Assistants to lock/ close classroom door (s) and windows, pull down any blinds. Nearest adult to check exit doors in KS2/ KS1 / EYFS and outdoor classroom doors.
4. Staff in 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.



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Communication with parents

- If necessary parents will be notified as soon as it is practically possible via the Schools' normal communication route e.g. telephone, text, email or website.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their child/ren from school as it may put them and the children 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 lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from Office staff or the Emergency Services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare occasions.

Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practice will take place and discussed at staff meetings so improvements can be made.

Effective date

This policy became effective on 1st November 2017 and approved by the Governors in Dec 17

Review

This Lockdown policy and procedure will be reviewed annually as part of Emergency Fire and Evacuation Plan and Health and Safety Policy

Signed _____ Acting Headteacher Mrs Fiona Cullerne

Date: _____

Signed: _____ (Chair of Governors)

Date: _____