

LOVE, TRUST, COMMUNITY



Our small, rural school opens its door to a diverse global family offering a warm welcome. We invest in, and nurture, everyone's unique, God given talents and abilities. Our dynamic, enriched, curriculum provides individuals with a supportive community where they can reflect and thrive, developing a deeper understanding of the world.

WICKHAMBREAUX CHURCH OF ENGLAND PRIMARY SCHOOL

LOCKDOWN POLICY

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Dynamic lockdown

Is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

In drawing up our Lockdown Policy and Procedure we have taken guidance from the National Counter Terrorism Security Office
KCC Emergency Planning for Schools in Kent – 2017 Edition

School Security

In developing a viable and robust lockdown procedure for Wickhambreaux CE Primary School we have put in place a number of physical security devices.

- A door entry system operated by using a FOB .Ensuring all main doors can be locked from inside, ensuring unwanted visitors cannot gain access to the building.
- CCTV

Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to keep themselves as safe as possible.

Through the above measures, every effort has been made to make the school safe. The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s on the school site *with the potential to pose a serious risk* to staff and pupils.

In order to initiate the lockdown procedure, three designated staff have been identified and trained. These are:

Mrs L Crosbie – Headteacher/DSL
Mrs M Hooper – Snr teacher DSL
Mr M Beard – Teacher DSL

In devising a Lockdown procedure, it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have.

Staff will be alerted to the activation of the lockdown procedure through the lockdown alarm. (Ringing of the School Bell). On hearing the alarm they should either attempt evacuation or lockdown their classrooms depending on their location.

Evacuation

- If the intruder is in the playground behind the school, staff should evacuate the children immediately from classes 2A & 2B (old staff room). The children should be moved to an area where total lockdown can be initiated. If not children to stay in the class and staff to follow classroom lockdown procedure.
- If the intruder is in the new part of the school, staff should evacuate classes 2, 3, & 4 to the nearest area where total lockdown can be initiated and classroom lockdown procedure followed.
- If the intruder is in the old part of the school staff should evacuate Class 1 through the play area to the village hall and initiate lockdown procedure if safe to do so. Office staff should remain in the office and establish a line of communication between staff and the Services.
- If staff and children are in the main playground and confronted by an intruder the “Stay Safe” principle (Run, Hide, Tell) should be adopted if safe to do so:

RUN

- **Escape if you can**
- **Consider the safest option**
- **Is there a safe route? Run if not Hide**
- **Can you get there without exposing yourself or the children to greater danger?**
- **Insist others leave with you**
- **Leave belongings behind.**

HIDE

- **If you can Run, Hide**
- **Find cover from gunfire**
- **If you can see the attacker, they may be able to see you**
- **Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal**
- **Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls**

- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from doors and windows

TELL

- Call 999 – What do the police need to know?
- Direction – Where did you last see the suspects?
- Description – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrance, exits hostages etc.
- Stop other people entering the building if it is safe to do so.

ARMED POLICE RESPONSE

- Follow officers' instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you if it is safe to do so

IF YOU ARE UNABLE TO RUN, HIDE, TELL

- Stay calm
- Do not make any sudden movement
- Follow the instructions given by the intruder
- Comfort the children where possible

Classroom Lockdown

If in a classroom, library, staff room, or conservatory staff should get the children to a lockable room as quickly as possible. If in another smaller room, they should go to the nearest lockable room and then:

- Lock and, if possible, block doors
- Get the children to lie flat on the floor underneath tables
- Secure the windows
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail
- Once in lockdown mode, if possible, staff should notify the office immediately of any pupils not accounted for via mobile phone/email
- Staff should encourage the pupils to keep calm
- The school office will immediately alert and then maintain communication with the Emergency Services
- Where possible, the office will inform staff (via mobile phone/email) of Emergency Service response and advice
- The *only* signal for all clear will be verbally from a designated lockdown initiator (named above) or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

Other emergency procedures

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.).

The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:

- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

Once all staff and pupils are safely inside and the school secured, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Communication between parents and the school

School lockdown procedures will be shared with parents either by newsletter or via the school website.

In the event of a full lockdown or other emergency procedure school leaders will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text once the situation has been explained.

Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A termly alarm practice will be held *for staff only* to ensure they can differentiate between the sound of the fire alarm and the lockdown alarm.