

Beaucroft Foundation School Lock Down Procedures

Rationale

On very rare occasions it may be necessary 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. 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.

Lockdown 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.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.
- A major fire in the vicinity of the school
- A bomb threat (please see [Emergency Planning Procedures](#) for further information)

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In January 2016, NaCTSO provided advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. This guidance along with Coping with a School Emergency: Practical Resources for School, APPENDIX 6 – LOCKDOWN have been used to inform the following procedures.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

Lock Down Plan

Staff will be notified that lock down procedures are to immediately take place via the telephone tannoy system and walkie talkies for the areas that the tannoy is not used. The code 'Code Beaucroft' will be used to alert staff, but to reduce anxieties amongst the students. Groups off site will be contacted by office staff via the contact details in the signing out folder. These groups will be advised of the situation and asked to do a dynamic risk assess of the potential dangers and take appropriate action based on their present situation.

Procedures:

1. These auditory 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 all outside doors and windows.
2. At the given signal the children will remain in the room they are in and the staff will ensure that all 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. Roller blinds to be closed.
3. Front office staff to ensure that their windows are locked, roller blinds are closed, shutters are closed. Office staff to contact emergency services and Dorset Council Emergency Control Room 07623544346 called if necessary
4. Front office staff will guide any visitors waiting in reception into a safe area: Headteacher's Office.
5. 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.
6. Roll call to be undertaken in class using emergency evacuation registers (EER) located in fire grab bags.
7. Lock Down Tasks sheet to be followed.
8. Any missing children must be reported to post 16 Lead or deputy (via walkie talkie or telephone) as to when last seen and possible areas to search. **Time and notification** of a missing child/ children should be recorded on EER. If practicable staff should notify the front office by phone of those children not accounted for.
9. **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
10. Staff to support children in keeping as calm and quiet as possible.

11. **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN-Office team will send a lock down text message to staff who arrive during the day.**
12. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, Office team, Chair of Governors or emergency service(s) in person or via the tannoy / walkie talkie system that there is an all clear.
13. **SLT to undertake dynamic risk assessment during any lockdown / critical incident – children are priority.**
14. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office / TLs & Co-Heads immediately of any pupils not accounted for.
15. SLT to meet and follow **Emergency Planning Procedures (See Critical Incident Recovery Plan).**

During and following a Lock Down, the use of Social Network sites e.g. Facebook and Twitter during the school day is strictly prohibited until a Co-Headteacher or a member of the SLT informs staff differently.

Communication with parents

If necessary parents and carers will be notified as soon as it is practical to do so via the school's established communication network –text to parents. Parents will be told **'..Beaucroft School is in lockdown. During this period the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out...'**

Depending on the type and severity of the incident, parents and carers/school transport may be asked NOT to collect children from school as it may put them and their child at risk. Pupils will not be released to parents/carers/school transport 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/school transport 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 at the nearest possible day following any

serious incident to inform them of the context of lockdown and to encourage parents, where possible/appropriate, to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

Lines of communication with Emergency Services will be kept open as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Co-Headteachers with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Dorset Council Emergency Planning team has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Partial Lockdown

Alert to staff: 'Code Beaucroft in...' This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff will be notified that lock down procedures are to immediately take place via the telephone tannoy system and walkie talkies for the areas that the tannoy is not used. The internal phone system will also be used by office staff who will inform adults by stating 'Code Beaucroft in...' Groups off site will be contacted by office staff via the contact details in the signing out folder. These groups within be advised of the situation and asked to do a dynamic risk assess the potential dangers and take appropriate action based on their present situation.

Immediate action:

All outside activity to cease immediately, pupils and staff return to nearest buildings.

All staff and pupils remain in their buildings and external doors and windows locked
Movement may permitted within the building dependent upon

circumstances but this must be supervised by a member of staff (SLT).

All situations are different, once all staff and pupils are safely inside, 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. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

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 procedures will take place and shared with staff so improvements can be made.

Conclusion

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to pupils' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children.

Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.