



**Upper Beeding Primary School**

# **Security Lockdown Procedures Policy**

**based on**

**WSCC MODEL POLICY**

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## 1. Introduction

Security 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, staff and visitors.

Security Lockdown procedures may be activated in response to any number of situations, which may include:

- 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.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog/animal roaming loose.

Adults and children off site informed to stay away if near time for return to school

## 2. Security Lockdown Alert

All staff can initiate a Security Lockdown alert and should immediately call 999 if they suspect a threat to the safety of the children in their care. There is no restriction on the number of calls to 999 when the school is in a potential emergency situation. If an adult (or, if appropriate, a child) has access to a phone in a Security Lockdown scenario and they can safely use it, they should contact 999 with the most detailed information they can report.

Where possible the adult who has called 999 will then inform rest of school through school phone system, walkie-talkie or Google Chat system. The priority for all adults is to keep themselves and the children in their care safe. The adult will be responsible for making the best decision at the critical time, based on their understanding of the circumstances and where they are in school at the time. Their assessment of the situation to do what is best to keep the children safe will decide on the procedures they follow.

Advice from Operation Portcullis training 20.9.18

The nominated Security Lockdown Manager at the school is the **Head Teacher Matt Andrews** or **Assistant Head Teachers Andrew Hughes and Sue Quigley**. They will initiate, manage and conclude the Security Lockdown. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager are recorded in Appendix 1.

The fire alarm will not be used to alert staff of the need to Security Lockdown to avoid potential confusion. If the fire alarm sounds during a Security Lockdown it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

## 3. Security Lockdown Arrangements

### 3.1 Partial Security Lockdown

**Staff will be alerted by the code word 'Safehouse'. Christine Gilliam will deliver to Y1/2 and phone the Old Building. Rosie O'Hara will deliver to SENCo and Blue Building. Lou Brown will deliver to Reception and Y3/4. If children are outside, nearest adult receiving message to ensure all come inside as quickly as possible.**

In a partial Security Lockdown staff and pupils must remain in the school building and all doors leading outside must be locked. No one can be allowed to enter or leave the building, however teaching and work

should continue as usual if practicable to do so. 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, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

#### **Immediate action**

- All outside activity to cease, pupils and staff return to the building. (There needs to be a means of communicating the alert to duty staff at break times).
- All staff and pupils remain in the building and all external doors and windows to be locked shut, other than those as designated emergency exits.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems must be closed or turned off. Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a partial Security Lockdown will be via the school's Google Chat system, internal phone system or direct communication from the Security Lockdown Manager.

A partial Security Lockdown may also be used as a precautionary measure, putting the school into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in Security Lockdown until it has been lifted by the Security Lockdown Manager or senior member of the emergency services.

### **3.2 Full Security Lockdown**

**Staff will be alerted by 5 short bursts of the school bell.**

This signifies an immediate threat to the school and may be an escalation of a partial Security Lockdown. The aim of a full Security Lockdown is for the school and its rooms to appear empty.

#### **Immediate action**

- All pupils/staff to stay in their classroom or move to the nearest classroom;
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building or exit the site and proceed to the **The Hub Baptist Church** at back of school field. The gate is padlocked with a coded padlock and the code is the same as the front gate. Office staff will update staff if the code is changed. Staff will need to contact any of the following Hub members in order to alert them that a group is on the way, informing them of the number of children and adults coming.

Peter Butchers      07557901147

Vicki Butchers      07503155273

Heather Wyeth      07500744417

- (There needs to be a means of communicating the alert to duty staff at break times – five short whistle bursts from **Andrew Hughes** either in Y3/4 or Blue Building);
- External doors locked. Classroom doors locked (where a member of staff with a key is present) or barricaded;
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire - bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls;
- Lights, smartboards and computer monitors turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate;
- A register to be taken of all pupils and staff in each classroom/office;
- Communicate register of staff and pupils to the Security Lockdown Manager;
- Staff should await further instructions.

During the Security Lockdown staff will keep agreed lines of communication open, but not make unnecessary calls as this could delay more important communication. Staff are not to use the school's email system or internal phone lines as these may not be secure.

Staff and pupils remain in Security Lockdown until it has been lifted by the Security Lockdown Manager or senior member of the emergency services.

#### 4. **Unsafe Areas (if applicable)**

The following areas must not be used during a lockdown and should be evacuated as they cannot be secured:

**At Upper Beeding Primary School these are:**

- **Main Hall**
- **Staff Room**
- **PPA Room**
- **Office**
- **Library**

#### 5. **Communication with Parents and Carers**

The Security Lockdown Manager will inform parents and carers that the school is in lockdown via the school's **text messaging system and email**, the below template may be used:

'The school is in a Security Lockdown situation. During this period phones will not be answered, all doors are locked, and nobody can enter or leave the site. We are working to ensure the safety of all our children. DO NOT come to the school until the incident has been resolved. We will keep you informed as best we can and please do not broadcast on social media sites.'

During a Security Lockdown no members of the public will be allowed into the school and parents/carers will be told not to travel to the school.

All staff, pupils and visitors to the school will not be allowed to leave the school until the lockdown has been declared over.

Parents and carers must not try to contact the school during the Security Lockdown.

Pupils will not be dismissed to parents or carers until the incident has been declared over by the Security Lockdown Manager or senior member of the emergency services.

**Security Lockdown drills**

Security Lockdown discussion will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring will take place and staff debriefed for positive reinforcement or to identify required improvements.

## 6. Appendix 1 –Roles and Responsibilities

### Security Lockdown Manager

This should be the Head Teacher or a designated member of the senior leadership team. A deputy Security Lockdown Manager should be designated in case the Security Lockdown Manager is not on the school site at the time a lockdown is declared.

- Alert all staff and pupils of the need to 'lockdown' the school.
- For partial Security Lockdowns this will be achieved via **code word "SAFEHOUSE"** and for full Security Lockdowns this will be via **5 short bursts of school bell**.
- Inform emergency services immediately.
- Inform parents/carers via the **schools system: text message and email**.
- Ensure communication networks with all key staff are established.

### Classroom Based Staff

- Lock all external doors and windows.
- If full Security Lockdown, secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the Security Lockdown Manager.

### Office Based and Site Staff

- Ensure all entrances are locked and secured.
- Close and secure all windows.
- Turn off all IT equipment.

### All other staff

- **James Hermon – if on site get to nearest safe place**
- **Lunchtime MMS – go to the nearest safe place with the children**
- **Chartwell staff – stay in kitchen and lock the door**
- **Peripatetic Teachers - get to the nearest safe place if not already in one**
- **School Counsellor – lock and barricade door and close curtains**
- **Therapy Dog staff – go to nearest safe place**
- **Part time staff - Tina Merle (Beefit), Katie Naish - go to nearest safe place if not already in one**

## **7. Appendix 2 – Overview Sheet**

### **Upper Beeding Primary School ‘Security Lockdown’ Action**

In the event of an incident requiring you to take shelter, stay indoors in the classroom you are in. If you are outside or not in a classroom, go to the nearest classroom.

#### **Notification of Security Lockdown**

Staff will be notified that Security Lockdown procedures are to take place immediately on hearing X5 short bursts of the school bell.

#### **Procedures**

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school’s classrooms, offices, connecting doors, and all outside doors/ shutters 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, smartboards and computer monitors to be turned off. Mobile phones are put on silent mode.
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 e.g. children using toilets when lockdown procedure is engaged.
4. If practicable staff should notify the front pastoral/ office by phone that they have entered lock down and identify those children not accounted for.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the office immediately of any pupils not accounted for.

#### **Staff Roles**

1. School administrator to ensure that her office is locked and police called if necessary.
2. Head or site supervisors lock the school’s front doors and entrances.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

#### **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 – text / email.



**Parents will be told:**

**'..the school is in a full Security Lockdown situation. During this period the telephone and entrances will be un-manned, external doors locked, and nobody allowed in or out...'**

- 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 Security 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 Security Lockdown, parents 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 will be sent home on the nearest possible day following any serious incident to inform parents of context of Security Lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

## 8. Appendix 3 – Sample letter to parents/carers

Dear Parents and Carers,

### **Re: Emergency Security Lockdown Procedure**

Our primary aim as a school is the safety and wellbeing of our pupils. To support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our Security Lockdown Procedures. The aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise. These include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk 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 animal.

Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be security locked down the following actions may be taken. Please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school buildings and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our normal systems to advise of the emergency;
- Pupils will not be released from the school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services;**
- **Parents/Carers must not broadcast on social media sites as this could compromise the safety of the children.**

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.