

Bilton Grange Primary School
Lockdown Policy and Procedures

Partial Lockdown

Alert to staff:

- 'Partial lockdown' through word of mouth/telephone call through to classrooms

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.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (This would be communicated to staff outside by ringing the bell - children would stop and line up as normal and be ushered quickly and calmly back into school)
- All staff and pupils remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, senior staff (HT - Mrs J Ratcliffe and in her absence Mr R Street) 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.

In the event of an air pollution issue, all doors and windows will be closed (and where possible air vents as an additional precaution). Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff:

- 'Full lockdown' - word of mouth/telephone call through to classes

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and/or (depending upon the situation). Persons responsible for conveying message- HT/DH/Office staff/senior members of staff depending on availability

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to base (classrooms or other agreed location e.g. hall)
- External doors locked. Windows locked, blinds drawn where possible, pupils sit quietly out of sight (e.g. under desk or around a corner)
- Register taken -the office will contact each class in turn for an attendance report

Staff and pupils remain in lock down until it has been lifted by the HT - Mrs Ratcliffe/ in her absence Mr Street or the emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction.
- Where a school uses a texting service then staff could be put into a defined user group. This could then be used to communicate instructions via text message in an emergency

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents are shared with parents via the school website.

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In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Bilton Grange Primary School recognises that parents will be concerned and therefore it will endeavour to provide regular communication of accurate information to alleviate undue anxiety. This may be done via text, phone call, email or on the school website.

Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for parents to collect their children, and where this will be from

Emergency Services

It is important to keep lines of communication open with Emergency Services 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 Head teacher with regard to the timing of communication to parents.

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

Firearms and weapons attack

In the event of a firearms and weapons attack it is important that staff are able to act quickly and effectively using the 'Stay Safe' principles:

Run Hide

Approved by the Governing Body Summer 2015

Policy to be reviewed Summer 2016

Signed by: (Governor)

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as advised by the NaCTSo National Counter Terrorism Security Office November 2015.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't 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 the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker, numbers, features, clothing, weapons etc.
- Further information - Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.

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- 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 when it is safe to do so.

Approved by the Governing Body Spring 2016

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Policy to be reviewed Spring 2017