

DUNMOW ST MARY'S PRIMARY SCHOOL'S LOCKDOWN and RESPONSE TO BOMB THREAT PROCEDURE



Introduction

The Governing Body believe that it is prudent for the school to have a Lockdown and response to bomb/terror threat procedure in place. They believe that the risk of such an event happening at school is minimal but believe that it is their responsibility to ensure that in such an unlikely event school staff would know how to respond in the best way possible. In light of the sensitivity of such a procedure and so as not to cause any undue worry or stress to parents and/or pupils this procedure is for internal communication only.

The following three scenarios are accounted for; the need for a partial lockdown; the need for a full lockdown; response to a bomb/terror threat against the school.

In all scenarios emergency services should be contacted as soon as possible.

1. Partial Lockdown

The threat is outside the school building e.g. civil disturbance/ incident in the local area/ intruder on site/ major fire/gas leak in the vicinity/ air pollution.

- The responsible person initiates a communication chain via areas of the school e.g. Year 2/3 block; Halls & Reception block/ Staff area & kitchen/ Year 4/5/6 block/ Outside playgrounds/ sports field/ swimming pool. Using the words 'partial lockdown as an announcement which should be repeated several times. (*there is a strong recommendation that codes should not be used as they cause further confusion*).
- Pupils who are outside are brought inside as quickly as possible.
- Adult in charge should take children back to classrooms and encourage children to remain calm.
- All external doors (and windows if necessary) are locked. (*Move away from windows*)
- List of pupils & staff in each room should be prepared. These will be collected from the classrooms by the responsible person.
- Control all movement, but continue classes.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Once the threat has passed a verbal command of 'all clear' is passed on.

2. Full Lockdown

Incident or disturbance or Intruder is inside the school building

- Full Lockdown/Lockdown with Intruder announcement.
- All staff, pupils and visitors go to nearest secured space e.g. classroom/office
- Classes outside SHOULD NOT enter the building
- Move outside classes to the secondary evacuation site e.g. bottom of field.
- Lock internal classroom doors DO NOT LOCK exterior doors
- Move people away from windows and doors. Keep students sitting on floors out of sight if possible.
- Take attendance of everyone in space/classroom/office
- DO NOT respond until the 'all clear' is announced.

- Where possible communication will be made via Tucassi text/email to staff user group.

3. Bomb /Terror Threat – a call or threat is made directly to school

Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Headteacher/most senior member of staff.
- Headteacher/most senior member of staff orders evacuation of all persons inside the building(s)
- Emergency services notified.

Evacuation Procedures:

- Headteacher/most senior member of staff warns students and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
 - Students and staff must be evacuated to a safe distance outside of school building(s). For our school the 2nd evacuation point is at the bottom of the school field.
 - Teachers take register after being evacuated

4. Special Considerations

At certain times of the day e.g. before and after school, breaktime and lunchtime children may not be with their teachers. However, there are always staff supervising shared spaces and children at these times. Should either of the above situations occur then the supervising staff will follow the procedures outlined above.

This policy will also be shared with our Before and After School Club so that they are aware and can make their own provision to protect the children in their care.

5. Communication during Lockdown

- Critical Incident Procedure will be activated by senior leadership team. This details the chain of communication.
- The responsible person is the most senior member of the leadership team in school at the time.
- In a lockdown situation the school will communicate with parents as soon as is practicable. Obviously parents will be concerned however, they need to be aware of the following:
 - The school understands their concerns for their child's/rens' welfare and is doing everything possible to ensure his/her/their safety.
 - They should not contact the school as this ties up telephone lines needed for emergency services.
 - They should not come to school as this will interfere with emergency provider's access to school and may put themselves and others in danger
 - They will need to wait for the school to contact them about the next steps e.g. collection of children if necessary.

6. Advice for Parents during a Lockdown

In the extremely unlikely event of the school needing to initiate the lockdown procedure parents/carers are advised as follows:

- The priority for the school is the safety of the children and staff and not the communication of such a situation to the parents. Parents will be advised if and when it is appropriate and safe to do so.
- Parents/carers should not attempt to contact the school. Contacting the school will block the telephone lines when they are needed to communicate with other agencies.
- Pupils will not be released to parents/carers during a lockdown.
- Parents/carers should wait for the school to contact them when it is safe to collect their children and where this will be from.

7. Communication & Training

This lockdown procedure will be shared with staff and with parents via our website. The school will carry out a lockdown drill every term so that different potential scenarios are explored to check how robust the procedure is. Feedback from this will be shared with employees.

8. Review

This policy has been adopted by the Governing Body on 2nd February 2016.

This policy has been reviewed by the Finance & Premises Committee on 6th June 2017 & again on 24th January 2020.

Next review. January 2022