

# Cavendish Church of England Primary School



## Lockdown Procedures

The staff and governors of Cavendish Church of England Primary  
School adopt Suffolk County Council Guidance

Signed on behalf of the Governing Body	
Signed: Headteacher	
Date:	Summer Term 2020
Date to be Reviewed:	Summer Term 2022

## **Our Vision**

In our school our Christian vision shapes all we do.

*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*

Our School Vision Statement reflects this commitment as children and staff are taught to challenge inequality, prejudice, bullying and harm; to respond with compassion and sensitivity to individual need and to respect the rights of all individuals to be safe and nurtured within God's world.

We encourage children to respond creatively to internal and external challenges in life, with compassion for others, including consideration for creation and the planet itself. Thus we show how to live justly and with a pure heart, reflecting the teachings of Jesus and God's love within our school environment.

### **Introduction:**

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.

Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.

Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already). Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with the Data Protection Act.

The Reception team will probably be the first to hear about an emergency and pupils may be sharing on social media before management know, which may raise other concerns.

### **Areas to think about:**

- Bomb threats
- Search planning
- Evacuation/invacuation planning
- Guidance for firearms and weapon attacks
- Staff awareness and security culture
- Preparedness
- Physical security
- Mail handling
- Hostage situations

### **ALWAYS:**

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

**Partial Lockdown – *this is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality), should the situation escalate.***

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.
- A threat received by the school, SCC, media etc.
- A warning being received regarding the risk of air pollution
  - o In the event of air pollution, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Immediate Action:

- Contact the Emergency Services if necessary
- All outside activity to cease immediately, pupils and staff return to building.
  - o Method of communication needs to be arranged so staff members can be alerted during break times.
- All staff and pupils to remain in the building with external doors and windows locked.
- Depending on circumstances, free movement within the building may be permitted

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

**Full Lockdown – *this signifies an immediate threat to the school and may be an escalation of a partial lockdown.***

The requirement for a security lockdown may result from a reported incident in the local community which could pose a potential physical risk to pupils and staff. In the event of a risk from an intruder or if a security warning is received, the school will act as follows:

- A whistle will be blown for 3 quick notes, repeatedly until all school members are in the building.
- All pupils should be brought quickly into the school.
- Children should be sent to their designated classrooms where the class teacher will account for them using the register. Mars class will go through to Saturn class via the interconnecting door.
- Non-teaching staff will have responsibility to lock all doors and windows (usually Lucy Jackson and Cheryl Wass and LSAs in school).
- Office Manager/Headteacher to call 999 if not already in contact with the Police.
- Visitors will be asked to stay on site where they will be taken to the school hall and asked to remain quiet, phones to remain on silent and stay out of sight from the windows.
- Once all pupils are in their classrooms, children should sit quietly away from sight of the window. Blinds and curtains should be closed.
- Turn off all lights.
- Children and adults to remain silent and await instructions.
- The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services. You will be notified in person, once the need for lockdown has passed.

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

### **Bomb Threat – upon receiving a message that a bomb has been planted in 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)
- Headteacher/most senior member of staff notifies police (call 999)

Evacuation Procedures:

- Headteacher/most senior member of staff warns students and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
  - o Students and staff must be evacuated to a safe distance outside of school building(s)
  - o Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Headteacher/most senior member of staff notifies students and staff of termination of emergency.

It is recommended that schools check on the relevant awarding board websites for any further/updated recommendations. For schools undertaking SATs they should check the Test Administrator's Guide for any further recommendations.

### **Further Information**

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – 'Run, Hide, Tell'](#) and [Emergency Planning and Response](#).