

Willow Tree Primary School – Whole Site Security Policy

Rationale

As part of our Health and Safety policies and procedures, the school has a Whole Site Security Policy. On very rare occasions, it may be necessary to seal off the school so that entry from the outside is not possible. 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.

Aims

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) ****Guidance**** In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats

Procedures for handling bomb threats:

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption.

Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a “bomb threat” - Dial 999 and police will respond.

You should always consider police advice before a decision is taken to close or evacuate.

Notification of Lockdown

- **Staff will be notified, lock down procedures are to immediately take place stating “ATTENTION WHOLE SITE SECURITY TEST”**

Procedures

- Senior Leadership Team staff report to the Office
- These 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 the school’s offices, fob connecting doors and all outside doors where it is possible to remain safe
- 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, smart boards and computer monitors to be turned off
- 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. If a class is in the hall they are to go to one of the nearest rooms e.g. Key Stage 1 classrooms

- A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child
- NO ONE SHOULD MOVE ABOUT THE SCHOOL
- Staff to support children in keeping calm and quiet
- Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear
- As soon as possible after the lockdown, teachers return to their base classrooms, conduct a roll call, and notify the office immediately of any pupils not accounted for

Staff Roles

- Front office staff ensure that their office(s) are locked and police called if necessary
- In the event of the need to call the emergency services, the office staff will dial 999 and request the emergency service required
- Head or office staff member locks the school's front doors and entrances
- Site Manager to head to the Reception Area
- Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked down in FS
- Staff in staff room on PPA to lock down in this room
- Catering Staff to lock back door to kitchen and turn off lights

Communication with Families

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/ text message / telephone
- 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 lock down
- Parents will be asked not to call school as this may tie up emergency lines
- If we are still under a warning at 3:20pm the children will only be released from school if their parents, or a nominated representative, are there to collect
- If the end of the day is extended due to the lock down, 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 will be sent home to parents the nearest possible day following any serious incident to inform parents of context of lock down and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances
- Any children that are not collected will be taken to the Gallery and supervised until parents are able to collect them

Lockdown Drills

Lock down procedures will be shared with children and practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and Health and Safety Policy.