BANSTEAD
PREPARATORY
SCHOOL

SCHOOL LOCKDOWN & BOMB THREAT POLICY & PROCEDURES

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Lockdown procedures should be seen as a sensible, proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils within the school. Procedures should aim to minimise disruption to the learning environment. whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children 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 a chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown

A school lockdown is a procedure that is initiated when the Headteacher believes that there is a credible threat to learners and staff safety. The procedure has two stages as follows:

1. Secure building (partial lockdown or shelter in place) – In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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 children in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.
2. Full Lockdown – This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Procedure

- The Headteacher will determine the level of threat (SLT Member on duty in the absence of the Headteacher)
- The Headteacher will decide if full or partial lockdown is necessary
- Designated staff will have defined roles according to the nature of the threat
- Staff are alerted to the activation of the plan by a recognised message

audible throughout the school, and the receipt of an email in an agreed format.

- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Pupils on the external sports field are brought into the sports pavilion.
- Pupils on the playground and associated field are brought into the sports hall.
- Those inside the school shall remain inside the classrooms or other rooms they currently occupy.
- All external doors and, as necessary, windows are locked (depending on the circumstances – internal classroom doors may also need to be locked)
- Once in lockdown mode staff should take a register and notify the office immediately via email of all pupils present with them and any who cannot be accounted for.
- Front Office staff will collate all registers and ensure all children are accounted for against daily registers. They will instigate an instant search for any missing pupils.
- Staff should encourage the pupils to keep calm and quiet
- As appropriate, the school should establish communication with the emergency services as soon as possible Tel: 999
- Surrey County Council (Duty Emergency Management Officer) should be notified: Tel: 0300 200 1004
- If necessary, parents should be notified as soon as it is practical to do so via the school's established communication systems
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building the fire alarm will be sounded.
- Staff should await further instruction.

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, teaching staff and support staff.

These procedures will be tested and reviewed at least once a year, or earlier if legislation changes or a risk assessment of the premises or an individual directs.

Lockdown Arrangements

Partial Lockdown

Staff will be alerted to a partial lockdown via a message broadcast via the telephone system stating 'Sheltering in place – Act Now', and via the school radio system. Simultaneously an email will be sent from the Headteacher's email (or the designated SLT on Duty in their absence) to the mail distribution group 'All Staff', with the title: 'Sheltering in place – Act Now'. Staff at the external sports field or any other external venue will be notified by a telephone call to the lead member of staff.
A partial lockdown may be instigated on receipt of a report of an incident/civil disturbance in the local community which has the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution etc.

Immediate Action

- All outside activities to cease immediately
- Pupils and staff return to building
- All staff and pupils remain in building and all external doors and windows are locked
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants
- Free movement maybe permitted within the building dependent upon circumstances
- Staff should await further instructions, and remain in 'Sheltering in place' mode until notified via the approved means.

The Headteacher (or nominated SLT member on duty in the Headteacher's absence) will be the incident manager. The School/PA/Headteacher's Offices will function as the control centre for the duration of the incident, unless circumstances dictate otherwise. The contingency location will be the Operations Office (Tel: Extn 606 or 608 (Direct Dial: 01737 363606 or 01737 363608).

All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will 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.

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

Full Lockdown

Staff will be alerted to a full lockdown via a message broadcast via the telephone system stating 'Full Lockdown – Act Now', and via the school radio system.

Simultaneously an email will be sent from the Headteacher's email (or the designated SLT on Duty in their absence) to the mail distribution group 'All Staff', with the title: 'Full Lockdown – Act Now'. Staff at the external sports field or any other external venue will be notified by a telephone call to the lead member of staff. This signifies an immediate threat to the school and maybe an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate Action

- All outside activities to cease immediately
- All pupils and staff outside to be brought into the nearest safe building (classroom, sports hall, main hall, etc)
- All pupils and staff already inside to remain in their current classroom or office.
- External doors locked
- Classroom doors locked (where a member of staff with keys present)
- Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)
- Lights, smartboards and computer monitors turned off.
- Mobile phones / tablets turned onto silent.
- Register taken – the Front Office staff will contact each class in turn for an attendance report via email
- Staff should await further instructions, and remain in 'Full Lockdown' mode until notified via the approved means.

The Headteacher (or nominated SLT member on duty in the Headteacher's absence) will be the incident manager. The School/PA/Headteacher's Offices will function as the control centre for the duration of the incident, unless circumstances dictate otherwise. The contingency location will be the Finance Office (Tel: Extn 606 or 608 (Direct Dial: 01737 363606 or 01737 363608).

Staff and pupils remain in lockdown until it has been lifted by a member of SLT/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 school office/control centre as this could delay more important communication.

Examples of discreet communication channels are as follows:

- Staff access internal email system and await further instruction if possible, may depend on where the computer is located
- School mobile devices

Communication between Parents and the School

School lockdown procedures will be available to parents on the policy section of the school website. In the event of an actual lockdown parents will be communicated with as soon as practically possible via email and/or text message. It is obvious that parents will be concerned but by regularly communicating accurate information we will help to alleviate undue anxiety.

Information shared with parents will include:

- They 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 providers' 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 them to collect their child and where this will be from
- Reassure them that the school understands their concerns for their child's welfare and that school is doing everything possible to ensure their safety

It is important that part of the communication to parents includes '**the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out'.**

Emergency Services

It is important to keep lines of communicate 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 upon the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Headteacher with regards to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario Surrey County Council will provide assistance to parents.

PARTIAL & FULL LOCKDOWN PROCEDURES

In the event of a threat to staff and children please follow the procedures below:

Threat to children and/or staff identified

Contact Headteacher or SLT on Duty in Headteacher's absence

Telephone Headteacher's PA (or School Office in their absence) to notify of the situation

Headteacher (or SLT on Duty) establishes severity of the threat and decision made on further action

PARTIAL LOCKDOWN

- Telephone broadcast message **'Shelter in place – act now'** repeated 3 times (see attached instructions)
- Email sent to 'All Staff' entitled **'Shelter in place – act now'**
- School radio network broadcast message (Channel 5 & 2) **'Shelter in place – act now'**
- Telephone call to staff using external facilities: **'Shelter in place – act now'**
- Headteacher's PA (School Office Staff in their absence) notifies emergency services Tel: 999
- School Office Staff notifies Surrey CC Duty Emergency Management Officer: 03002001004

Immediate Action

- All outside activities to cease immediately.
- Pupils/staff using the external sports pitches go to sports pavilion
- Pupils/staff using the playground and associated field go to Sports Hall
- Pupils/staff using any other areas to return to classrooms.
- All staff/pupils remain inside, ensure all external doors and windows are locked.
- Free movement may be permitted within buildings dependent on circumstances .

Further Action

- Registers taken
- Front office to collect register via email
- SLT to search for missing pupils
- SLT to undertake risk assessment
- SLT to advise staff accordingly
- Communications with parents if appropriate

FULL LOCKDOWN

- Telephone broadcast message **'Full lockdown – act now'** repeated 3 times (see attached instructions)
- Email sent to 'All Staff' entitled **'Shelter in place – act now'**
- School radio network broadcast message (Channel 5 & 2) **'Full lockdown – act now'**
- Telephone call to staff using external facilities: **'Full lockdown – act now'**
- Headteacher's PA (School Office Staff in their absence) notifies emergency services Tel: 999
- Front Office Staff notifies Surrey CC Duty Emergency Management Officer: 03002001004

Immediate Action

- All outside activities to cease immediately.
- Pupils/staff using the external sports pitches go to sports pavilion
- Pupils/staff using the playground and associated field go to Sports Hall
- Pupils/staff using any other areas to return to classrooms.
- All staff/pupils remain inside, ensure all external doors and windows are locked.
- Draw blinds on windows, and lock classroom/office doors where possible
- Pupils/staff to sit quietly out of sight of windows/doors.

Further Action

- Registers taken
- Front office to collect register via email
- SLT to search for missing pupils
- Pupils/staff to remain in lockdown until advised by emergency services or SLT
- Communications with parents if appropriate

End of Lockdown will be broadcast via telephone system: **'Incident Clear – Access all Areas'**

Appendix A – STAFF RESPONSIBILITIES

(Not for publication)

Appendix B – Overview Sheet for Staff

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Emergency Procedures

Fire Alarm

In the event of the fire alarm sounding please leave the school buildings by the nearest fire escape route and assemble on the tennis court and adjacent field.

Partial Lockdown

In the event of a broadcast message **'Sheltering in place – act now'**, via the telephone, email or school radio, stay indoors, in the room/classroom that you are in. If you are outside when this alert is made, make your way to the nearest building.

Full Lockdown

In the event of a broadcast message **'Full Lockdown – act now'**, via the telephone, email or school radio, stay indoors, in the room/classroom that you are in. If you are outside when this alert is made, make your way to the nearest classroom or hall. Draw blinds or curtains, and lock classroom/office doors where possible. The aim of a full lockdown is for the school and its rooms to appear empty.

Communication

Lockdown messages will be broadcast via the telephone system to all classrooms and offices. It is therefore important all telephones remain on and with the volume at an audible level. An e-mail will also be sent to 'All Staff' giving instructions as to what to do – please ensure this is checked and not on the screen for the children to read. It is therefore important that a computer is always logged on (and e-mail accounts opened) during teaching sessions.

Staff supervising children in offsite activities on the Sports Field or any other external venue must either take a school radio with them, or notify the School Office of the mobile number of the lead member of staff.

If you are with children it is important to: **remain calm**, **reassure them**, **remind them to follow your instructions**

Appendix C – Bomb Threat Procedures and Check List

BOMB THREAT

Following a series of malicious hoax communications in relation to bomb threats to school it is important that you are alert but not alarmed. The vast majority of bomb threats are designed to cause alarm and disruption. While many bomb threats involve a person-to-person telephone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the policeby dialling 999.

In the event of a received bomb threat we must follow the lockdown procedures as outlined in the 'Partial or Full Lockdown Procedures' enclosed in this policy. If you are unable to complete the directions given in the flowchart you must alert a member of staff to do this. If you receive a bomb threat communication you should:

- Stay calm and listen carefully
- Complete the check list as detailed in Appendix 1
- If practical, keep the caller talking and alert a colleague to dial 999
- If the caller number is display take note of the number, otherwise dial 1471 toobtain the caller number once the call has ended
- If the threat is a recorded message then you must save the message and write down as much detail as possible
- If the threat is received by text message do not reply to, forward or delete the message
- Note the number of the sender and follow the advice given by the police
- If the threat is delivered face-to-face try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti treat as police evidence and stop other people touching the item
- If the threat is received via email or social media do not reply to, forward ordelete the message
- Note the sender's email address or user name
- Preserve all web log files for your organisation to help the police investigations

BOMB THREAT CHECKLIST

This checklist is designed to help staff deal with a bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat

Record the call by pressing *7
Record the exact wording of the threat in the box below:

Ask the following questions and record the answers in the box supplied.

QUESTION	ANSWER
Where is the bomb right now?	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Details of the call:

Time and date of call	
Length of call	
Caller's number if displayed	
Time the police were contacted	
Number on which the call was received	

Details of the caller:

Gender	
Nationality	
Age	
Delivery of threat	**Well Spoken** ☐ **Irrational** ☐ **Taped message** ☐ **Offensive** ☐ **Incoherent** ☐ **Message read by threat maker** ☐
Background sounds	**Street noises** ☐ **House noises** ☐ **Animal noises** ☐ **Crockery** ☐ **Motor** ☐ **Clear** ☐ **Voice** ☐ **Static** ☐ **PA system** ☐ **Booth** ☐ **Music** ☐ **Factory machinery** ☐ **Office machinery** ☐ **Other (please specify)** _____
Caller's voice	**Calm** ☐

	Crying ☐ **Clearing throat** ☐ **Angry** ☐ **Nasal** ☐ **Slurred** ☐ **Excited** ☐ **Disguised** ☐ **Stutter** ☐ **Slow** ☐ **Lisp** ☐ **Accent (if so what?)** _____ **Rapid** ☐ **Deep** ☐ **Hoarse** ☐ **Laughter** ☐ **Familiar (if so whose voice did it sound like?)** _____

Other remarks (please state in box below):

Signature: _____

Print name: _____

Date: _____

Appendix C – Telephone Broadcast Groups

(Not for publication)