

Weddington Primary Out of Hours Club

Lockdown Procedure

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the Out of Hours Club.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close to the premises
6. Terrorism risk

Rationale

As part of our Health and Safety policies and procedures the setting has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. 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. A lockdown is implemented when there are 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 or terrorism risk.

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 phone 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 their 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 on hearing the whistle, notification via the walkie-talkies or mobile phone. The internal phone system will also be used who will inform adults by stating 'ATTENTION LOCK DOWN'.

Procedures:

1. 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 doors as they enter the building where it is possible to remain safe.
2. 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 by closing the blinds, where possible and children are positioned away from sight from external windows/doors. Lights and computer monitors to be turned off.
3. If practicable staff should notify the front desk in Out of Hours by phone that they have entered lock down stating any children that are not accounted for. Also if safe to do so use the internal phones to inform any school staff that may still be in the building. Police and emergency services should be contacted once everyone is in the building.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support children in keeping calm and quiet.
5. Staff to remain in lockdown positions until informed by key staff in person that there is an all clear.
6. As soon as possible after the lockdown staff to take the register to check for anyone not accounted for.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN.

Communication with parents

1. If necessary parents will be notified as soon as it is practical.
2. 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.
3. Pupils will not be released to parents during a lock down.
4. Parents will be asked not to call the Out of Hours phone as this may tie up emergency lines.
5. 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.
6. A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Signed

Date issued

Date Revied: April 2024

Date to be Reviewed: April 2025