



PHOENIX

PRIMARY SCHOOL

Policy Date	April 2024
Signed by Head Teacher	Mrs M Ireland-Hubbert
Interim Review	September 2024
Review Date	October 2025

Approved by Governing Body		
	N. Smith	April 2024
Chair of Governors	Print Name	Date

Monitoring

- The Headteacher and Governing Body will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- The policy will be reviewed biannually to ensure its effective application
- This policy is consistent with the schools' Data Protection and General Data Protection Regulation (GDPR) Policy

Linked Policies:

Data Protection and General Data Protection Regulations (GDPR) Policy

Emergency Planning and Response Policy

Health and Safety Policy

Staff Behaviour Policy and Code of Conduct

School Business Contingency Plan

Policy Rationale and Background

- Lockdown procedures enable a school to close down and protect itself and those within it. On **very rare** occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This is to 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 for the premises or school community due to, for example:
 - A potentially dangerous person or animal on the school site
 - A disturbance or dangerous situation in the local community that could affect the school
 - A nearby chemical incident or other risk of air pollution
 - An incident related to terrorism
 - A DfE Emergency Alert
- At the moment there is no statutory requirement to have a lockdown policy or have procedures in place however we believe all schools should, at least, consider the need for such procedures as a sensible and proportionate response to any potential threat to the safety of staff and pupils at the school.

Notification of Lockdown

- Staff will be notified that lock down procedures are to take place immediately on Computer screen take over of 'Quiet Like Mice' alert and Tannoy system.

Lockdown Procedure

Alerts	
Alert for 'Lockdown'	<p>Staff will see the Computer take over alert – 'Quiet Like Mice.'</p> <p>Tannoy will sound alert message and area of risk</p> <p>Staff will hear the verbal cue, 'Quiet Like Mice.'</p> <p>Communication by member of SLT</p> <p>Walkie talkie communication to Site Manager to raise alert to be used by external members of staff when outside.</p>
Alert for 'All-clear'	<p>Computer alert removed.</p> <p>Tannoy will sound message of clearance.</p>

Lockdown	
<p>Follow the CLOSE procedure as follows:</p>	<p>Close all windows and doors.</p> <p>Lock up</p> <p>Out of sight and minimise movement</p> <p>Stay silent and avoid drawing attention</p> <p>Endure. Be aware you may be in lockdown for some time.</p> <p>On hearing the phrase "Quiet like mice", children will go out of sight and stay silent (e.g., under tables)</p>

- If children are outside, the Tannoy will sound an alert. Children should be ushered into the school building as quickly as possible and taken to their classrooms where they should remain until further guidance provided, following the **CLOSE** procedure as above. Children will be guided to nearest door safe to them. An adult will remain at the door until the last child enters. Once the door is secured children will either make their way to the nearest safe room or their classroom. The Tannoy will state whether the building is secure.
- Staff should notify a member of the SLT ASAP if there are children unaccounted for via school phone.
- ***NO-ONE SHOULD MOVE ABOUT THE SCHOOL UNTIL FURTHER GUIDANCE HAS BEEN PROVIDED BY MEMBERS OF THE SLT.***
- School Office staff should gather in the staffroom, collecting waiting visitors on their way and follow the **CLOSE** procedure as above.
- SLT office staff remain in the Headteacher's office and follow the **CLOSE** procedure as above.
- DSL to remain in her own office and follow the **CLOSE** procedure as above.
- Flo to remain in her own office and follow the **CLOSE** procedure as above.
- Members of staff walking around the school without children to secure themselves in the nearest safe classroom.
- As soon as the children are secure, teachers should conduct the register and notify SLT staff if there are any children not accounted for.

Eating in the hall

- Year groups were assigned a play leader from the play team. This leader will be assigned a safe space (SLT office, meeting room, first aid room) On alert the leader will safely move their year group in to the set space if safe to do so.

Staff Roles

- School office staff collect visitors, call the emergency services where necessary and gather in the staff room if appropriate to do so.
- The Headteacher and SLT to lock the school's front door and entrances.
- Individual Class Teacher's / Teaching Assistants to close and lock classroom doors and windows. Nearest adult to check exit doors.
- Kitchen Staff should lock the doors to the kitchen and turn off the lights.
- Dog mentor will be taken with handler at the time to designated safe space.
- **INDIVIDUAL STAFF MEMBERS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING A LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEAD TEACHER BEFORE LEAVING.**

Communication to Parents

- If necessary, parents will be notified as soon as it is practical to do so via the school Dojo.
- Parents should be given enough information about what will happen so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Parents will be told:
- "The school is currently in a full lockdown situation. During this time the school entrances will be un-manned, external doors locked and no-one allowed in or out."
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may overall put them and their child(ren) at risk.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the school day is extended due to the Lockdown, parents will be notified and will receive information ASAP about the time and place pupils can be picked up from.
- Following the Lockdown, a letter to parents will be sent home at the earliest convenience informing them of the context of the Lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown Drills

- Lockdown practices will take place at least 6 times a year to ensure staff, volunteers and pupils know exactly what to do in a Lockdown situation.
- Monitoring of Lockdown practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Parents will be notified prior to upcoming planned Lockdown practices and afterwards by letter.

Emergency Services

- It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds.
- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.
- Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.
- In the event of a prolonged Lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a 'Reception Centre' for friends and families outside the cordoned area.

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 classed as a crime and, no matter how ridiculous or unconvincing, must be reported to the police.
- What to do if you a bomb threat is received:

Type of Threat	Actions to Take
If a bomb threat is received over the telephone	<ul style="list-style-type: none"> • Stay calm and listen carefully • Have immediate access to a checklist on key information that should be recorded (see <i>Appendix 2 – Bomb Threat Checklist</i>) • If practical, keep the caller talking and alert a colleague to dial 999 immediately • If displayed on the phone, note the number of the caller, otherwise dial 1471 to obtain the number once the call has ended. • If the threat is a recorded message, write down as much detail as possible. • If the threat is received via text message, do not reply to, forward or delete the message. Note the number of the sender and follow police advice. • Contact the Head Teacher, or in their absence, a member of the Senior Leadership Team who will make an assessment of the threat.
If the bomb threat is received face-to-face:	<ul style="list-style-type: none"> • Try to remember as many distinguishing characteristics of the threat-maker as possible. • Alert the police by dialing 999 immediately thereafter. • Contact the Head Teacher, or in their absence, a member of the Senior Leadership Team who will make an assessment of the threat.

<p>If the bomb threat is received via email or social media application:</p>	<ul style="list-style-type: none"> • Do not reply to, forward or delete the message. • Note the sender's email address or username / user ID for social media applications. • Alert the police by dialing 999 on discovery • Contact the Head Teacher, or in their absence, a member of the Senior Leadership Team who will make an assessment of the threat. • Preserve all web log files for your organization to help the police investigation.
<p>If discovered in a written note, letter or as graffiti:</p>	<ul style="list-style-type: none"> • Treat as police evidence and stop other people from touching the item. • Alert the police by dialing 999 on discovery. • Contact the Headteacher, or in their absence, a member of the Senior Leadership Team who will make an assessment of the threat.

- Evaluating the credibility of a bomb threat is a critical task, particularly if the attach being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to the police, advice will be issued accordingly, however, in the absence of detailed information, it will be necessary to consider a number of factors:
 - Is the threat part of a series? If so, what has happened elsewhere or previously?
 - Can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
 - Considering the hoaxer's desire to influence behaviour, is there a reason to believe their words?
 - If the threat is imprecise, could an external evaluation inadvertently move people closer to the hazard?
 - Is a suspicious device visible?
- Responsibility for the initial decision making remains with the management of the location being threatened.

Decision making should not be delayed whilst waiting for the arrival of the police. Police will assess the credibility of the threat at the earliest opportunity.

- Leaving the school will be appropriate when directed to do so by police, or it is reasonable to assume that the threat received is credible, and when evacuation will move people towards a safer location.
- Evacuation Plan

Taken from the Direct Gov, Procedures for handling Bomb Threats information:

"It is important to appoint people, familiar with evacuation points and assembly points, to act as 'Marshalls' and assist with this procedure. At least 2 assembly points should be identified in

opposing directions, at least 500 metres from the suspicious item, incident or location. Where possible, the assembly points should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points, and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated. The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assemble close to a police cordon.”

- Staff will be alerted by fire alarm.
- Details relating to any bomb threat received, will not be updated via social media platforms without prior consultation with the police. Specific details of the threat, the decision making process relating to an evacuation, or why a decision not to evacuate was taken should not be talked about, and not put on social media platforms. Staff are advised **not** to discuss information relating to any incident with persons outside of the school, and, in-line with the staff code of conduct, are not allowed to put anything on their social media accounts relating to the school.

Appendices attached:

- Appendix 1 - Lockdown Procedures Policy Checklist
- Appendix 2 - Email Response Plan – Bomb Threat
- Appendix 3 - Lockdown Procedures and Bomb Threat Drill Record

Appendix 1
Lockdown Procedures Policy Checklist

Management and Control	
Nominated Person	Responsibility
Head Teacher	Initial contact with emergency services
Deputy Head	Liaison with parents
Office and Attendance Officers	Support staff and visitor control
Teachers	Pupil control
Site Manager	Evacuation points and controlled assembly point

Alerts	
Alert for 'Lockdown'	Computer take over alert – 'Quiet Like Mice.' Tannoy will sound alert Staff will hear the verbal cue, 'Quiet Like Mice.' Communication by member of SLT
Alert for 'All-clear'	Computer alert deactivated Tannoy alert

Lockdown	
Specified Assembly Points	Children – Classrooms Teachers and Tas – classrooms Non Teaching and support staff – offices as above or nearest safe room Office Staff – staffroom SLT staff – SLT office
Entrance Points	Main school entrance Main playground exit Garden Exit Back exit – Symons
Communication arrangements	Internal telephone system Mobile phones – see acceptable use policy Walkie Talkies Computer alert Tannoy system
Bomb Evacuation Point	Greenvale field

Lock Down Plan				
Step	Initial Response	Check	Time	Signed
1	Ensure all pupils are inside and accounted for			
2	Secure all entrance points to the school			
3	Dial 999 for each emergency service that the incident requires			
4	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against a wall • Keep out of sight and draw blinds where possible to avoid detection • Put mobile phones on silent mode • Turn off lights and computers • Stay away from windows and doors 			
5	Ensure that all pupils and staff are aware of an exit point incase an intruder manages to gain access or the room becomes unsafe.			
6	Check for missing or injured staff members and pupils if it is safe to do so. Report to HT using communications method.			
7	Remain inside the classroom or specified assembly point until the all-clear alert has been given or unless told to evacuate by the emergency services.			

WHAT TO DO IN THE EVENT OF A BOMB THREAT – GUIDANCE FOR ALL SCHOOLS

Over the past few months police authorities nationally have experienced an increasing number of bomb threats specifically directed at schools. As a consequence we have developed this short guidance statement to help school leaders when faced with such a threat.

It is imperative that in the first instance, you always contact Kent Police on 999 or 101 (do not use any other email addresses or contact numbers for individual officers or teams).

When making this call it will be helpful to have the following information available to provide the Police Call Taker:

- 1. Email address from which the email was sent (Sender)**
- 2. Email address which received the email (Recipient)**
- 3. Exact Date/time email received (as per email)**
- 4. Name and contact details of the person who discovered email**
- 5. Name and contact details of designated point of contact for school**
- 6. Contact details for schools IT/Email Support Provider**
- 7. Details of any action taken or proposed by the school in response to the email (e.g. evacuation, early finish time etc.)**

It is very important you do not delete the email. Please keep the original in the inbox it was received. Do not send to a colleague, another inbox or print it. There is data contained within the original email which the police can use to facilitate the investigation moving forward. If this information is lost, it will make it very difficult to locate the perpetrators and stop further such instances.

Also, obtain a copy of email header and save within a word document (seek IT guidance if unsure how to do so).

