

LOCKDOWN POLICY

Statement of intent

Roundabout Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

On very rare occasions it may be necessary to seal off Newlathes Primary School and Roundabout Pre-School so that they can not 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 in the near vicinity. 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.

In January 2016, NaCTSO (National Counter Terrorism Security Office) 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

Newlathes Primary School to Roundabout Pre-School

Staff will be notified lock down procedures are to immediately take place on hearing the persistent sound of an air horn from the building and playground. The internal phone system will also be used by the school office staff who will inform Roundabout Pre-School by stating 'ATTENTION LOCK DOWN'.

Roundabout Pre-School to Newlathes Primary School

Roundabout Pre-School will notify the school that lock down procedures are to immediately take place on hearing the persistent sound of a hand bell. The internal phone system will also be used by the pre-school staff who will inform the school office by stating 'ATTENTION LOCK DOWN'.

Procedures

1. These signals will activate a process of children being ushered into the portacabin if on the playground as quickly as possible and the locking of the all outside doors 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 where possible and children are positioned away from possible sightlines from external windows/ doors. Lights and computer monitors to be turned off.
3. Instruct the children to sit on the floor in the Maths area (highest point of the building).
4. Collect emergency bag and registers.
5. Follow the CLOSE procedure
 - **C**lose all windows doors
 - **L**ock up
 - **O**ut of sight & minimise movement
 - **S**tay silent and avoid drawing any attention
 - **E**ndure. Be aware that we may be in Lockdown for some time.
6. If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/ area, following your usual fire procedures.
7. Do NOT make non-essential calls on mobile phones or landlines.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the pre-school's established communication network – website/ text message / telephone.

Suggested wording for message to parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the pre-school as it may put them and their child at risk. Children 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 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 children can be picked up from staff or emergency services.

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.

Lockdown drills

Lock down 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 was adopted at a meeting of Roundabout Pre-School

Issued October 2017