



## Hovingham & St Hilda's CE (VC) Primary Schools Federation

Headteacher Mr J. Pynn MA NPQH

### **Partial / Full Lockdown Policy 2022**

#### **Rationale**

It is recognised that the concept of absolute security is almost impossible to achieve, but it is possible to reduce the risk. As a school there is a need to maintain a friendly, welcoming atmosphere and this policy is not intended to create a "fortress mentality" but to put in place procedures to mitigate and respond proportionately to any potential threat. In writing this policy reference has been made to the National Counter Terrorism Security Office "Crowded Places Guidance 2017"

On very rare occasions it may be necessary to lockdown and secure the school to ensure that pupils, staff and visitors are safe in situations where there may be a hazard in the school grounds or outside the school in the near vicinity.

A lockdown would be implemented when there is a serious security risk on the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions, attempted access by unauthorised person's intent on causing harm / damage or a warning being received from a recognised emergency service.

#### **Bomb Threats**

Most bomb threats are sent via a person to person phone call, although an increasing number are sent electronically by email or social media. No matter how implausible or ridiculous the threat may be all such communications are a crime and must be reported to the police. Dial 999 and the police will respond. You should always consider their advice before taking action.

#### **Partial Lockdown**

ALL staff to be alerted to "Partial Lockdown" so they recognise and begin the procedure without fail.

Immediate Action:

- All outside activity to cease immediately, pupils and staff to return to the building in a swift and safe manner.
- All pupils and staff remain inside the building and all external doors and windows are to be locked until further notice. (All non-teaching members of staff who are not directly supervising pupils are required to perform this task if appropriate.)
- Attendance / visitor registers to be taken immediately to ensure no one is absent.
- If not on site, the Headteacher is to be contacted as soon as possible.
- At the discretion of the senior member of staff on site, free movement within the building may be permitted dependent upon the known information or continued reporting of the incident / circumstances.
- At St Hilda's pupils should be brought from Nursery to the main school building if it is deemed appropriate and safe to do so.

Each situation is unique and presents differing on-going challenges. Once pupils and staff etc. are accounted for the senior member of staff will conduct an ongoing dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable and a written evidence log will be maintained throughout should it be required at a later stage. "Partial Lockdown" is a precautionary measure and should be recognised that it places the school in a state of readiness (whilst retaining a degree of normality), should the reported situation escalate.

During the Partial Lockdown procedure, staff will maintain open lines of communication but must not make unnecessary calls until further notice as this may delay the information sharing process to and from the emergency services. The senior member of staff on site will make further dynamic risk assessment decisions with the assistance and advice of the appropriate professional bodies regarding the prevailing threat. An evidence log must be maintained, should it be required at a later stage.

### **Full Lockdown**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence near to the premises. Immediate action:

- All pupils / staff to rendezvous immediately to a pre agreed area of the premises known by all staff that can ideally accommodate the maximum role numbers – St Hilda's, Class 2. Hovingham, Class 2.
- All external doors to be locked/closed immediately (All non-teaching members of staff who are not directly supervising pupils are required to perform this task if appropriate.)
- All windows are to be closed and blinds drawn where applicable. Pupils are to be encouraged to remain quiet and out of public view until further notice.
- Pupil/staff and visitor registers will be taken to ensure no one is absent.

Each situation is unique and presents differing on-going challenges. Once everyone has been accounted for the senior member of staff will conduct an on-going dynamic risk assessment basing their decision making primarily on advice received from the Emergency Services. All staff will be updated when applicable, and a written evidence log will be maintained throughout should it be required at a later stage.

Due to the nature of both schools there are a number of situations where pupils may be away from the main building when a full lockdown becomes necessary.

<b>Situation</b>	<b>Safe Place</b>	<b>Communication</b>
St Hilda's – Pupils on playing field / playground	Return to main school building	In person
St Hilda's – Pupils isolated in Nursery building	Pupils and staff remain in Nursery building until advised by senior member of staff that it's safe to move to main building	In person Walkie talkies email
St Hilda's – Pupils in village hall	Pupils remain at village hall following above lockdown procedure until advised it's safe to move to main school building by senior member of staff.	Walkie Talkies Mobile phone In person
Hovingham – Pupils on Village Green	If it is safe to return to the main school building this should be the priority. If there is any doubt about the safety of this, pupils should be taken to the Worsley Arms until advised it is safe to return to school.	Walkie Talkies In person Mobile phone
Hovingham – Pupils in Village Hall	Pupils remain at village hall following above lockdown procedure until advised it's safe to move to main school building by senior member of staff. If there is any doubt about the safety of this, pupils should be taken to the Worsley Arms until advised it is safe to return to school.	Walkie Talkies Mobile phone In person

The lockdown procedure will remain in force until it has been established from a member of the emergency services that the incident has successfully resolved and no further risk is posed to the welfare and safety of the pupils and staff etc.

At any time during the lockdown, if the fire alarm sounds an evacuation of the building is required.

### **Communication with Parents**

Should full lockdown occur, it is advised that developments are communicated to parents / Carers as soon as practicable and in some cases in agreement with the emergency services and the most senior member of NYCC staff overseeing the incident. Parents will be naturally concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

Parents /Carers should be given enough information to enable them to understand the potential outcome and possible time frames so that they;

- Are reassured that the school / emergency services understand their concern for their child's welfare, and that everything possible is being done to ensure their safety.
- Parents / Carers must be made aware to refrain from directly calling the school office. This will tie up the telephone line that may be required by senior members of staff and the emergency services.
- Parents / Carers must refrain from initially attending the school site. This may interfere with the emergency services access / investigation and may put themselves and others in danger.
- Parents / Carers must wait until a safe and satisfactory outcome has been achieved and agreed by all parties, when a designated safe area will be identified for the safe handing over of the pupils to their parents / carers.

During the initial "Breaking News" of the incident it is vital that all parents are reassured regarding the welfare and safety of their children and that the matter is being dealt with by emergency services and NYCC jointly to resolve it as soon as possible with as little impact as possible to the pupils and the wider community. However, it must also be stressed that ***"the school is in full lockdown. During this period the phone should not be used, the entrances will be unmanned and locked. No person is allowed in or out of the premises until further notice."***

#### **Emergency Services**

It is vital that communication lines remain open to the Emergency Services at all times, they are best placed to offer advice and assistance as a situation develops. A decision may be taken to cordon off the premises partially or as a whole by the emergency services. This will be dependent on the severity of the incident that has led to a full lockdown taking effect.

The emergency services will support the senior member of staff and NYCC in the decision making process and the timing of communication to parents, the press etc. Should a prolonged lockdown incident occur, North Yorkshire County Council and its partners has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area and other predetermined facilities.

#### **Lockdown Drills**

These will take place a minimum of once per year to ensure everyone knows exactly what to do in such circumstances. Monitoring of practices will take place and staff debriefed so improvements can be made.