



**BARCLAY
ACADEMY**
LIBERTAS PER CULTUM

Lockdown Policy and Procedures

September 2023

Lockdown Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures, the school 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 students, 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 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.

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 alarm. If the alarm fails then the notification will be given by short bursts of an air horn from halls and playground. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN'

Procedures:

1. These signals will activate a process of students being ushered into the school building if on the playground or field as quickly as possible and the locking of the school's office and all outside doors where it is possible to remain safe.
2. At the given signal, the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors. Lights, projectors and computer monitors to be turned off.
3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when whistle goes.
4. If practicable, staff should notify the front office by phone that they have entered lock down and those students not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support students in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. a member of the Senior Leadership Team in person that there is an all clear.
7. As soon as possible after the lockdown, teachers return to their base classrooms and conduct a roll call and notify the office immediately of any students not accounted for.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Site Manger to head to Office.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in all buildings and outdoor doors are locked.
5. Catering staff to ensure the kitchen windows and doors are closed.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/ School Comms / telephone
- 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.
- Students will not be released to go home 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 when students will be released.
- A letter to parents will be sent home at 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.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and Health & Safety Policy

Dr Matthew Laban
Executive Principal

September 2023

Additional information

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>