

LOCKDOWN AND INTRUDER PROCEDURES

HOLY TRINITY & ST JOHN'S C E P SCHOOL

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**Reviewed and ratified
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Our school vision:

Be welcoming We welcome you into our nurturing school family where everyone is treated as an individual through our loving and respectful environment.	Lead by example We follow Jesus' example by encouraging everyone to be brave, to have a voice, to believe in themselves, to serve each other and our community.	Be supportive We walk alongside you, to empower you to thrive, fulfil your potential and make a positive difference in the world.	Give opportunities We will give you the skills and knowledge to support you by making memories and broadening your horizons; learning today for life tomorrow.
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HOPE | BELIEVE | ACHIEVE

Trust | Friendship | Hope | Compassion | Respect | Forgiveness

Intruder & Lockdown Policy

Aims

To ensure the safety of the school community by having effective practical measures to deal with intruders or unsafe incidents (i.e. dangerous animals) to the school building and grounds.

Rationale

We believe it is essential to have in place good school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole school community.

We are aware that all members of the school community could be vulnerable to assault from intruders while in the school building or school grounds. We believe that a person or a group of people found on the school premises who have not followed correct visitor procedures can best be described as intruders. In such a situation, school personnel are advised to assess whether the intruder is or is not a security risk before challenging the individual/s to establish their identity and the purpose of their 'visit'.

School personnel must be aware that intruders might be visitors with legitimate school business or they may be individuals who may pose a security risk. School personnel have a duty to assist in the personal safety of the whole school community by dealing with all suspicious persons who appear on the school premises or grounds in a calm non-confrontational manner.

We have a duty to make the general public aware that the school is not a public place to which they are entitled to have access. Any person who enters without permission is a trespasser and should be asked to leave. Although, trespassing is not a criminal offence; if a trespasser refuses to leave a school premises, re-enters after being asked to leave or causes a disturbance they could be committing a criminal offence under section 547 of the Education Act 1996.

Role of the Governors

Appoint a Health and Safety Governor to liaise with the Headteacher, Site Manager and SLT to look at all aspects of security to ensure:

- Holy Trinity & St John's CEP School is a safe place for children, staff and visitors.
- Ensure appropriate resourcing is in place to support this policy.
- Delegate powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware and comply with procedures.
- Ensure parents are informed of this policy and that it is available on the school website.
- Monitor effective implementation of this policy.
- Ensure school complies with equalities legislation.
- Sign in and wear visitors lanyards/badges/stickers when visiting schools.

Role of the Headteacher

- Ensure security measures are in place and effective.
- Ensure all staff are aware of and follow this policy.
- Ensure children will know what to do when an intruder is on the school premises or there is a risk posed on the school grounds.
- Ensure parents/carers are aware of school security procedures.
- Continuously monitor and evaluate effectiveness safety policies.

Role of the Pupils

- Children should be able to answer the question: What should you do if you do not recognise a person on site and they are not wearing a visitor's lanyard/badge/sticker
- Listen carefully and calmly to the class teacher at all times.
- Take part in safety discussions.
- Liaise with the School Council.
- Participate in lockdown drills.

Role of the Parents/Carers

- Will be aware of and comply with this policy.
- Be expected to be challenged if they do not follow this policy.
- May enter the school premises when authorised to do so.
- Must comply with school security arrangements.
- Will not roam around the school.
- Will not enter classrooms without permission.
- Must not disturb the working of school personnel.
- May be banned from the school premises if they cause a disturbance, are abusive or violent in any way.
- Will have to sign in and wear a visitors lanyard/badge/sticker at all times.
- Will behave like a visitor if they are on the premises outside drop off and pick up times, (8:40AM-9:00 / 3:00 - 3:25PM).

Visitors

- Will report to the office.
- Wear visitor lanyard/badge/stickers.
- Only visit areas of the school as agreed by the Headteacher or the member of staff they are visiting
- Will be challenged if they do not follow this policy.

Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

The school's lockdown plan is as follows:

Signals: activation of panic alarm: Panic alarms are situated just above eye level: outside main office, Reception Class 1, Year 1 corridor - near door to Courtyard, corridor between Year 4 classrooms, corridor between Year 6 classrooms, outside kitchen, the Nurture Room and the Nursery: to the right of the inner door to main area. The panic alarm is linked to the site office intruder alarm.

Signal for full lockdown - pulsating electronic sounding alarm. N.B this is different to the fire alarm (continuous sound)

Signal for all clear - SLT to verbally give clear signal

Initial response to lockdown

- Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.
- CTs responsible for own class. All pupils to take cover under desks or tables.
- Lock / secure entrance points either through keys (e.g. doors, windows) to prevent the intruder entering the building.
- Office to Dial 999.
- Ensure people take action to increase protection from attack:
Block access points (e.g. move furniture to obstruct doorways), sit on the floor under tables or against a wall, keep out of sight, draw curtains / blinds, turn off lights and stay away from windows and doors.
- Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- If possible, check for missing / injured pupils, staff and visitors.
- Remain inside until an all-clear has been given, or unless emergency services order evacuation.

Please note that it takes approximately 15-20 minutes to lock all doors, if there is only one member of site team on duty.

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to St John's Church. The church to be contacted as soon as is possible (01843 224957) to inform them of the situation, or Hawley Square, depending on location of threat.

Full Lockdown

Alert to staff: 'Full lockdown' - This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

- Staff will be alerted to the activation of the plan through the continuous ringing of the lockdown alarm
- Pupils who are outside of the school building should be brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide in the school garden, sheltered from view.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- **Once in lockdown mode, staff should email the SLT AND the office immediately (slt@htsj.school AND office@htsj.school) - email should include in the subject area the classroom name / area name and all accounted for / missing pupils. Then in the text area give details (e.g Sparrow class [pupil name (not just initials)] not accounted for and any other relevant information.**
- The internal telephone system / using your own device to call can also be used.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify Kent County Council. (03000 418793 or 07834 841560)
- Parents will be notified as soon as it is practicable to do so via email, text message and school website.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm (ringing bell) will be sounded continuously and a member of the SLT will meet classes at their normal evacuation points.

During the lockdown, staff will keep agreed lines of communication open, but will not make unnecessary calls to the main office as this could delay more important communication.

Partial Lockdown

Alert to staff: 'Partial lockdown' (this will be given to staff via TEAMS, the school telephone system or in person by a member of the Senior Leadership Team or office staff).

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

TEAMS and WhatsApp will be used as the primary communication channel.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services.

At any point during the lockdown, the fire alarm may sound continuously, this is the cue to evacuate the building.

Communication between parents and the school

A full copy is available on the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. 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.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency service providers.
- Do not come to the school unless instructed to do so. This could interfere with emergency service's access to the school and may even put themselves and others in danger.
- Wait for the school to contact Parents/Carers about when it is safe for them to come to get their children, and where this will be from.

Parents will be told:

'Do not come to school, the school is in a full lockdown situation'. During this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed to enter or leave the school site. Please do not ring the office as these lines are needed for emergency procedures. You will be informed by text and a message on the school website as soon as it is safe for you to come and collect your children.'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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.