



## Security & Lockdown Procedures

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## **Statement of intent**

The safety of pupils, staff members and visitors is paramount and Wharnccliffe Side Primary School take its duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy will be implemented alongside other policies such as the school's Safeguarding policy and CCTV policy.

## **Roles & responsibilities**

The governing board (associated link governor) will be responsible for:

- *Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.*
- *Monitoring the implementation of this policy and reviewing it alongside the headteacher.*

The headteacher\* will be responsible for:

- *Writing this policy and ensuring it is adhered to.*
- *Liaising with stakeholders (including but not limited to premises staff, governors, Peak Edge Trust, parents, the LA and the police).*
- *Promoting the safety and wellbeing of pupils, staff and visitors.*
- *Ensuring staff have appropriate training and drills are carried out effectively.*
- *Managing and delegating the response to an incident.*
- *Being on site for any planned drills and working with the caretaker.*

The school caretaker will be responsible for:

- *Checking the school perimeter on a daily basis.*
- *Carrying out maintenance on fences / gates / doors as required.*
- *Reporting issues to the headteacher.*
- *Test lockdown button on a weekly basis (after school – informing any staff still on site beforehand)*
- *Being on site for any planned drills and working with the headteacher.*
- *Adding records of drills to Safety Cloud.*

The admin officer (office staff) will be responsible for:

- *Managing visitors to the site through the CCTV, gates and sign-in system.*
- *Raising concerns immediately with the DSL / DSD*
- *Sounding the alarm in the event of an incident (or drill).*

All other staff will be responsible for:

- *Being vigilant and reporting suspicious activity to the DSL / DSD*
- *Acting in accordance with this policy at all times.*
- *Supporting the incident lead in implementing the procedures identified in this policy.*
- *Ensuring the safety and wellbeing of pupils during an incident; providing additional support to those who are particularly vulnerable.*
- *Their own safety during an incident whilst listening to instructions from the incident lead and / or emergency services.*

Parents / carers will be responsible for:

- *Closing doors / gates behind them when dropping off or collecting children*
- *Signing children in when arriving late & signing out when being collected early*
- *Informing us of absences or changes to the usual routine*
- *In the event of a lockdown, staying calm and following any guidance from school*
- *Not attempting to ring or come up to school during a lockdown*
- *Not discussing the information on social media, as this may spread false information and create panic.*

\*In the absence of the headteacher, this role will be undertaken by the DSD on site at the time or the Assistant Head. This person will be known as the **incident lead**.

### **General site security**

- There are 3 pedestrian entrances to the school site; 1 via the staff carpark and 2 on the Infant yard for parents and visitors. The car park gate is accessible by fob / buzzer only; whilst the other two also operate on a timer before and after school. There is a large metal fence all around the perimeter of the site, making unauthorised access very difficult (but not impossible).
- During the school day, visitors arriving at any gate must press the buzzer for access. Office staff can speak to them using the intercom to ascertain the reason for their visit and decide whether or not to admit them.
- All 3 gates are covered by our recordable CCTV system. The console for this is in the office and the image can be enlarged to get a closer look at the visitor. In the event of any suspicious incidents, videos can be downloaded and shared with the police.
- Upon entering the site, all visitors must report to main reception. They will sign in using our 'Inventry' system and be given a visitor's pass with their photo ID before entering the school building. Inventry keeps a record of all visitors (and their photos) so we can keep a track of who is on site at any time.
- Each classroom has an external door which should be locked from the inside whilst the children are in school. Any latecomers must be signed in by parents / carers as above. Equally, children being collected early (for appointments etc.) must be signed out in the same way before being allowed to leave.

## **Emergency lockdown procedure**

To be laminated and displayed in the school office.

#	Action	Staff member/s	Notes
<b>Initial Response</b>			
1	Make decision to activate procedure	Incident Lead/s	This may be due to a perceived threat on site or advice from outside (such as an alert from the police).
2	Press lockdown button in office to give lockdown signal to all staff, pupils and visitors	Office staff	The buzzer is one continuous tone (different from the fire alarm). This is audible from inside & outside the building.
<b>Implementation</b>			
3	Ensure all external doors locked and windows closed	All staff	If a class is outside at the time, the teacher must decide whether it is safer to get into school via the nearest entrance or get as far away from the building as possible (Incident Lead check they've heard if safe to do so).
4	Conduct register / headcount. Inform Incident Lead of any missing pupils and remain with class	Class teachers	Ensure any visitors are aware of what is happening and what they should do.
5	Conduct immediate search for any missing pupils	Incident Lead/s	If it is safe to do so
6	Close and lock internal doors if available	All staff	
7	Turn off lights	All staff	Include communal areas such as library and all items giving out light (e.g. IWBs).
8	Close blinds where available	All staff	
9	Remain in classroom and out of sight if possible (under tables, away from windows)	Pupils	If not in their classroom at the time, get to nearest safe place
10	Stay quiet and calm during the lockdown	All staff and pupils	Turn off any devices that may be making noise (e.g. IWBs or electric fans)
11	Be aware of emergency escape route if needed	All staff	Only to be used in the event of an intruder entering the classroom
12	No visitors / parents admitted to site during lockdown	Office staff	If the gate/s are already in the open position, ensure they do not come into the building
13	Check all of the above	Incident Lead/s	If it is safe to do so
<b>Communication</b>			
14	Carry mobile phones	Incident Lead/s	
15	Use internal phones to contact office if required	Class teachers	Stick to essential communication only. Office staff put phone on silent mode if required
16	Turn alarm off when safe to do so. End lockdown by informing classes directly.	Office staff / Incident Lead	Staff and pupils return to normal. Remain in location until advised further by Incident Lead.
17	If an evacuation is necessary, immediately instigate fire alarm instead	Incident Lead/s	Staff and visitors evacuate the building and congregate as they do for a fire drill OR leave the site if advised to do so by the emergency services.
18	Contact appropriate stakeholders: police, Trust, LA, parents to inform them of any incidents	Incident Lead/s	Ring 999 in an emergency situation – follow any advice given. If it is necessary to inform parents during an incident, use sQuid text messaging service and ask them NOT to contact school or come up to the site.

### **Drills**

- Drills of this procedure will be carried out on a termly basis. Parents / carers and pupils will be informed beforehand (to avoid panic) but they will not necessarily be told exactly when it is due to take place. They will be reminded about what they should do and staff will ensure children are calm and reassured.
- Consideration will be given to pupils with SEND when conducting drills. PEEPs will be followed and amended if required.
- After the drill, an evaluation will be carried out and records updated on Safety Cloud.
- If necessary, changes will be made to this policy after issues are identified during a drill.

### **Communication**

- Parents / carers will be informed of our procedures and this policy will be made available upon request.
- For communication during an incident, please see the procedures identified above.
- After an incident, the headteacher will inform all relevant stakeholders as appropriate.

### **Monitoring and review**

This policy will be reviewed every 2 years, or sooner if statutory guidance is released before the specified review date. This policy will also be reviewed and evaluated following any incidents which require it to be activated.

M Gaughan

November 2024