

Bassingbourn Village College



Lockdown Procedures Policy

Committee	FGB
Approved/Ratified by Governors on	21 st September 2016
Review cycle	3 years
Date of next review	September 2019
EPM current version (used)	n/a

College Aim:

To know all our students as individuals. To provide a wide variety of opportunities and experiences through a personalised curriculum and support. To ensure rapid and sustained progress within a kind, caring and close family environment. To nurture individuals to have high aspirations, a love of learning and to become confident, responsible and independent members of society.

Rationale:

Bassingbourn Village College is implementing this policy to ensure that there will be a proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students and staff in the school.

This policy applies to employees, volunteers, parents/carers/students/contractors and visitors to the school site. It covers the procedures and personnel responsibilities if and when the school is required to be in 'lockdown'.

All visitors to the school must first register at reception to receive a visitor pass which must be worn and clearly displayed.

Aims:

- To provide a safe and secure environment for our students, staff and visitors
- To establish protocols and procedures that effectively monitors and manages a potentially hazardous or dangerous situation in the school or school grounds
- To ensure a safe and proportionate response to a range of potentially dangerous situations

Implementation:

Lockdown procedures may be activated in response to any number of situations, and 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 students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- 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

All members of staff must remain aware of the vulnerability of our open site and therefore communication of a possible incident will come from either a member of staff on the school site or by a telephone call from an authority. Staff should use their radios or the nearest telephone to message the possible danger to reception or members of the Leadership team and "on call" staff. The sounding of the **fire alarm in quick bursts** with a pause between and internal emails should be a prompt to a lockdown situation.

- Students and staff outside should be brought inside as quickly as possible by senior staff or site staff, using radios if possible.
- Staff should notify the reception immediately of any students or other members of staff who are not accounted for (and instigate an immediate search for any missing).
- Once all students and staff are inside, lock all external doors and windows as necessary where appropriate and sit out of sight – possibly under desks or around a corner and asked to remain calm and quiet.
- Those inside the school should remain in their classrooms or offices, close windows, close blinds or curtains and lock the door and await further instruction. On no account answer the door until the all clear has been given.
- Encourage everyone to keep calm – students should not be using their mobile phones where possible.
- As appropriate, the school should establish communication with the Emergency Services as soon as possible.

- If necessary, parents should be notified as soon as is practicable to do so via the normal established communication system.
- Students will not be released to parents during a lockdown and this should be lifted by a senior member of staff or the emergency services only.
- If it is necessary to evacuate the building, **the fire alarm will be sounded.**
- Staff should await further instructions but can keep discreet communication channels open such as internal emails.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern about their child's welfare, and this 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 the emergency services
- Do not come to the school. They could interfere with emergency services access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to collect their children

SUMMARY OF ACTION TO BE TAKEN AT BVC

1. A member of staff/public alerts reception to a possible risk / incident.
2. Reception staff alert Senior Leadership Team (SLT) by radio and then immediately sounds the lockdown alarm (fire alarm is manually sounded in short bursts) situated in reception and sends an email internally to ALL STAFF. Then locks the reception door, pulls blinds and alerts the Emergency Services by phone and then contact Primary school to tell them.
3. SLT and reception staff alert all staff by radio and telephone to initiate lockdown procedure immediately then go to nearest office/classroom and lock doors.
4. Site staff to lock all external doors once all staff and students are inside working from the front of the school down to the end then to find a safe room to stay and report back by radio to reception if safe to do so.
5. Creative Arts & Technology staff will need to lock the external doors themselves, Sports Centre staff to lock external doors themselves, MFL staff to lock the external door themselves, The Hive staff to lock the external doors themselves, Construction staff to lock the external door and then for all staff to stay in a classroom with the door locked and blinds pulled down.
6. Science staff to lock internal and external doors, pull blinds down (although fire doors are not lockable from inside).
7. Support staff to stay in offices or classrooms, pull blinds, lock doors and keep in contact by phone or email or radio.
8. All known visitors and contractors to the school should be invited in by staff.
9. Everyone awaits the all clear from a member of SLT or Emergency Services.

BOMB THREATS

Guidance from NPCC (National Counter Terrorism Policing – January 2016)

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.

PROCEDURES FOR BOMB THREATS

Dial 999 and ask for Police. We must consider their advice before a decision is taken to close the school or evacuate.

EVACUATION

If a member of SLT decides to evacuate the school set the alarm off on the panel at the red button EVACUATE.

At the time of writing this, the UK terrorist threat level remains SEVERE, meaning that an attack is highly likely.

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