



## **St. Martin's School**

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"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

We understand that in this modern world there may be circumstances in which we must ensure the safety of the children and a Lock Down Policy is essential.

We have written this policy as it particularly fits the ethos of our school. We are aware that children who attend St Martin's School live in different boroughs. However, for clarity we focus on the London Borough of Barnet.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

# **Lock Down Policy and Procedures**

## **Lock Down 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 pupils, 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 short bursts of air horns from halls and playground. A whistle will be blown and the statement "LOCK DOWN" will be shouted through the school.

**Procedures:**

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, classroom doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children 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. children using toilets when the whistle goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. music room.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

4. Staff to support children in keeping calm and quiet. "Sleeping lions" or quiet reading under the table is recommended.
5. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team that there is an all clear.
6. 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 pupils not accounted for.

**Staff Roles:**

1. Front office staff ensure that their office(s), boys toilets and front of school are locked and police called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Individual teachers to close classroom door(s) and windows. Nearest adult to check exit doors in Pre School, Reception and Form 6 classroom and outdoor classroom doors are locked down. If community wing in use lead adult to lock outdoor doors.
4. Staff in PPA room to lock down in this room.
5. Catering staff to turn off light in the kitchen and immediately go to Form 5 classroom next door.

**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/Clarion / 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.
- Pupils will not be released to parents during a lockdown.
- 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 the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as 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 H+S Policy

Dr Jason Walak – Head Teacher  
14<sup>th</sup> January 2017

REVIEW DATE: 14<sup>th</sup> January 2019

### **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-threat-checklist.pdf?epslanguage=en-gb>