



## **HOPE VIEW SCHOOL**

### **Lockdown Policy and Procedures**

All schools should consider the need for robust and tested **school lockdown 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:

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

This policy will detail -

- Access to the school siren to raise an alarm in an emergency;
- Other means of internal communications - messenger, two-way radios, mobile phone,
- internal e-mail, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

#### **Procedure**

1. Staff are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school;
2. Pupils who are outside of the school buildings to be brought inside as quickly as possible;
3. Those inside the school will remain in their classrooms;
4. All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for

(and instigate an immediate search for any missing):

- Staff should encourage the pupils to keep calm.
- As appropriate, the school should establish communication with the Emergency

Services as soon as possible.

- The school's Health & Safety provider (Facilities Manager) will be notified.
- The Local Authorities – Kent and Medway SEN Departments will be notified by the school SENCO.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils will not be released to parents or taxis during a lockdown
- If it is necessary to evacuate the building, the fire alarm will sound.
- Staff should await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff and non-teaching staff. To achieve

this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan

(regular practices will increase their familiarity). Parents too will know that the school has a lock

down plan.

## **Lockdown Arrangements**

### **Full Lockdown**

**Alert to staff:** 'Full lockdown'

This signifies an immediate threat to 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, fob connecting 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 siren goes.
4. If practicable staff should notify the front office by phone that they have entered lockdown and those children not accounted for.
5. Staff in charge of offsite groups for example, Catch 22, Forest School, PE, D of E etc. will be notified by the school office, that they must not return to the school site until they are told to do so.
6. On the days when pupils are at Chalkhill Farm, the farm manager will be notified by the school office that Full Lockdown has been actioned and pupils must be held at the farm until told otherwise.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team.
3. As soon as possible after the lockdown teachers return to their base classrooms and conduct roll call and notify the office immediately of any pupils 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.
3. Assistant Head Teacher to head to Office to give further instructions.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.
5. Staff in the staff rooms are to lockdown in this room.
6. Senior TA and Lower School Lead TA to ensure all fire exit doors are closed and also lock the door to the playground.
7. Admin staff to close blinds at the front of the school.

### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK**

### **DOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

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

### **Immediate action:**

- All pupils return to base (classroom, tutor room or other nearest location e.g.

hall);

- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner);

- Register taken - the office will contact each class in turn for an attendance report;
- 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 which is a cue to evacuate the building.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.

### **Communication between parents, taxi companies and the school**

School lockdown procedures, especially arrangements for communicating with parents, will be

routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate

information will help to alleviate undue anxiety.

Parents will 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 providers.
- Do not come to the school. They could interfere with emergency provider's 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 come and collect their

Children or when taxis will be instructed to collect them, and where this will be from.

*The communication with parents part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message 'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.*

## **Communication with parents and taxi companies**

- If necessary, parents and taxi companies will be notified as soon as it is practical to do so via the school's established communication network – website/ email / telephone
- Depending on the type and severity of the incident, parents and taxi companies may be asked NOT to collect their pupils from school as it may put them and pupils at risk.
- Pupils will not be released to parents or taxis during a lockdown.
- Parents and taxi companies 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 lockdown, 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.

## **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.

If the site requires full evacuation staff and children from Hope View School will promptly leave the site and go to Chilham Village Hall where they will be held until either returning to the

school building or be dismissed to parents or taxis.

## **Additional information**

**Guidance on receipt of a bomb threat** <http://www.cpni.gov.uk/security-planning/businesscontinuity->

## **Bomb threat checklist**

[Bomb threat checklist | ProtectUK](#)

**Responsible Person: Mrs C Lorne – Proprietor**

**Policy Review Date: September 2025**

**Links with other policies:**

**Child Protection Policy**

**Health & Safety Policy**



Department  
for Education

## Bomb Alert / Threat Template

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

### Signals

**Signal for bomb threat**

(This must be different to the fire alarm, or general evacuation alarm/signal.)

*Public Address (PA) announcement –  
[insert message]*

Signal for stand down / all-clear	Public Address (PA) announcement – <i>[insert message]</i>
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## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

### Other useful contacts:

Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

## Assembly points

- 1.
- 2.
- 3.

### Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) must be pre-arranged

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

## Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.  
**If you think it's suspicious DIAL 999 – Ask for the Police.**

## Indicators of a Suspicious Item

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

## What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

**If you still think it's suspicious (or in any doubt)**

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

## Indicators of a Suspicious Package or Envelope

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

## What to do if you identify a Suspicious Package or Mail Item

- Do not touch
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas



# Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

## What to do if you receive a Bomb Threat on the telephone

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.

For example -

- When is the bomb set to go off?
- Where has it been planted?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

## What to do if you receive a Bomb Threat electronically (email, social media etc)

- Alert the police immediately
  - The police may be able to identify where the threat has come from
- Do not forward or reply to the message unless advised to do so by the police
- Do not delete the message
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (sender's email address or username/user ID for social media applications)
- Preserve all web log files for your organisation to help the police investigation