



Dorset Pathways Lockdown Policy

Lockdown Policy and Procedures

Rationale

As part of our health and safety policies and procedures, Dorset Pathways has a lock down policy.

On very rare occasions, it may be necessary to seal off our site, so that it cannot be entered from the outside. This will ensure that children and young people, staff and visitors are safe in situations.

Where there is a hazard onsite or in the near vicinity. A lock down is implemented when there are serious security risks on the premises due to for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent on causing harm or 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:

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 made to close or evacuate.

Notification of lock down

Staff will be notified that lock down procedures are to immediately take place on hearing a continuous whistle.

Procedures

- Staff are to make sure the front entrance door and garage door is locked.
- DSL or ADSL will get their staff mobile phone and contact the police.
- All doors to be opened by the DSL or ADSL
- The signal of the continuous whistle will activate a process of children and young people being ushered into the learning spaces and all doors closed if possible.



- DSL and ADSL to do a sweep of the outdoor areas before coming on site and securing the outside doors.
- Children and young people, visitors and staff will remain in the room they are in.
- Staff will ensure windows, blinds, roof openings and doors are closed. Children to be positioned under tables where appropriate and away from windows and doors. Lights, smart boards and computer monitors to be turned off. Staff should sit on a chair, on the floor or under a table.
- DSL and ADSL will make sure registers are completed and that everyone is accounted for.

NO ONE SHOULD MOVE ONCE IN PLACE.

- Staff to support children in keeping calm and quiet.
- The DSL or ADSL will decide when children and young people, visitors and staff are safe to come out again. This will take place by a verbal 'all clear' message from the DSL or ADSL.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCK DOWN

Communication with Parents

- If necessary, parents will be notified as soon as it is practical to do so via messenger.
- Children and young people will not be released to parents during a lockdown
- Parent/Carers will be asked not to call school as this will tie up emergency lines
- If the end of the day is extended due to the lockdown, parent/carers will be notified and will receive information about the time their children and young people will be dropped back home to them.
- A letter to parent/carers will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children and young people the importance of following these procedures in very rare circumstances.

Evacuation drills

Practices will take place a minimum of twice 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. (Children and young people will not be asked to hide during practices)



Authorised : Directors

Last Review : August 2023

Next Review : August 2024