

Croxton Kerrial CE Primary School



School Business Continuity Plan (including Lockdown & Bomb threats)

Document updated: March 2024

School Business continuity plan

Version	Date	Author	Changes
1	March 2022	A Scott	
2	March 2024	A Scott	Name changes for EHT and Admin staff. Contact number changes

- 1) Lockdown Procedures
- 2) Bomb threat Procedures
- 3) Unplanned Loss or Shortage of Key Staff
- 4) Failure of Technology or Loss of Data
- 5) Loss of key Suppliers or Third Parties
- 6) Loss of Utilities

THE PURPOSE OF THE 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 academy. 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 situations might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the academy)
- An intruder on the academy site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)
- A major fire in the vicinity of the academy
- The close proximity of a dangerous animal roaming loose

LOCKDOWN PROCEDURES AT CROXTON KERRIAL CE PRIMARY SCHOOL

Croxton Kerrial CE Primary has robust access control into the building, when the doors are closed, they cannot be accessed from the outside due to gates with a keypad or padlocks. It is essential that staff ensure access doors are closed unless they are outside with pupils. Staff and visitors can access school via the main entrance if permitted having rung the gate bell. Outside gates are padlocked during the day.

The academy's most vulnerable point is the main/village hall and car park gates. Staff **must** ensure that gates are closed fully after they enter or exit. *The fire door in the library leads directly to the outside playground and road. This must remain closed at all times and children monitored when using the library at all times.*

It is still highly unlikely that a LOCKDOWN situation will occur, but we must have a simple process in place just in case.

Any member of staff is empowered to initiate a LOCKDOWN should they consider it necessary without delay. The Executive head teacher, Cluster Operations Lead, or other member of SLT should be informed as soon as possible of the instruction but where staff have serious concerns for the safety of those on the academy site any member of staff is empowered to initiate a LOCKDOWN.

SIGNAL FOR LOCKDOWN

The signal for LOCKDOWN will be communicated via 3 sharp whistles or verbally for staff to be made aware.

Initial lockdown arrangements

- All pupils, teaching and support staff to return to classrooms (if safe to do so). If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that dynamic assessment.
- All pupils should be accounted for through taking a register
- All staff are responsible for locking external doors and shutting/locking windows
- SLT, COL and Site manager if on site to meet at Heads office

If someone has been taken hostage on the premises, the academy site should be fully evacuated where it is safe to do so.

PARTIAL LOCKDOWN

This may be as a result of local reported incident in the community for example local disturbance or air pollution etc. or a lone intruder on site not displaying any particular signs of aggression and no visible weapon.

Alert to staff – **PARTIAL LOCKDOWN**

- All external activities cease, and pupils moved back into building/classrooms.
- External doors and windows shut and locked.
- All staff and pupils remain inside with external doors and windows locked, staff movement through building may still be permitted if advised by SLT, pupils only to leave classrooms where supervised.
- SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.

Partial lockdown is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

FULL LOCKDOWN

This may be as a result of an immediate threat to the academy or as an escalation of a partial lockdown.

Alert to staff – **FULL LOCKDOWN**

- All pupils teaching and support staff return to classrooms
- External doors and windows shut and locked
- Classroom doors blocked as best possible
- Headcount/register taken
- Blind closed where in place
- Pupils and staff sit out of sight either against walls or behind desks
- All stay in these positions until given all clear

IMMEDIATE SITE EVACUATION

If it is considered that the best option for the safety of staff and pupils is to evacuate the site at any point either in response to an incident or during a partial or full LOCKDOWN, for instance if there are intruders on site causing harm, whistles will be blown throughout site. *Ensure staff are regularly reminded of the signal and procedures.*

At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site, the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice normal fire evacuation procedures should be followed. In the event that it is necessary a second assembly point is situated in Croxton Church

On hearing the EVAC signal all staff must immediately get pupils out of the building and away from site in the safest possible way making dynamic decisions as they go.

COMMUNICATION TO STAFF

On hearing the signal, **PARTIAL LOCKDOWN, FULL LOCKDOWN** or **EVAC**, staff must repeat the instruction whilst undertaking the relevant procedures until all staff have been made aware of the situation.

Staff should regularly be reminded of the LOCKDOWN and EVAC procedures

COMMUNICATION TO PARENTS

Academy lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the academy website.

In the event that LOCKDOWN or EVAC procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Executive headteacher, senior teacher or on the advice of the emergency services. Where possible regular communication of accurate information should be communicated to alleviate undue anxiety.

Parents should be given enough information about the academy procedures so that they:

- Are reassured that the academy 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 academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger
- Wait for the academy to contact them about when it is safe for you to come get your children, and where this will be from

The communication with parents needs to reassure parents that the academy 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 that if the academy is in a full lockdown situation the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Parents may not be able to contact the academy in these circumstances.

If an evacuation is required parents must be made aware of the arrangements for picking up their children and the need to **not** remove pupils from site until informed by staff that it is safe to do so.

BOMB THREATS

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police. (see attached template appendix 1)

On receiving a bomb threat, the member of staff should report the call immediately to the police, and then notify the Executive head teacher or the designated deputy/senior teacher.

In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Executive head teacher or designated deputy. The advice may be:

- To remain within the building in which case FULL LOCKDOWN procedures should be followed in the absence of any other specific guidance from the emergency services
- To instruct staff to evacuate the building, in which case **EVAC** procedures should be followed in the absence of any other specific guidance from the emergency services v

Where the decision is taken to evacuate the site due to a bomb threat the **EVAC** signal is a long whistle. At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site, the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice normal fire evacuation procedures should be followed. In the event that it is necessary a second assembly point is situated in Croxton Church

Where it is safe to do so staff should make a quick visual check as they exit the area to see whether there appears to be any items that are not familiar.

SUSPECT PACKAGES

The likelihood of an academy receiving a postal bomb or suspected biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if they receive a suspect package or come into contact with a biological or chemical substance.

Where staff receive suspect packages then the guidance in appendix 2 should be followed.

INFORM THE TRUST'S CENTRAL OFFICE

When it is safe to do so contact the Central Office of the Multi Academy Trust to inform them of the situation. (see attached emergency contact numbers)

Lockdown Procedures

Action	Tick
<p>1. Stay calm and start the alert procedure to make staff aware that a lockdown is required. This is done by blowing whistles (on hearing the whistle, each staff member will then blow their whistle to alert others) and verbally communicating to all areas of the school via non-teaching team going classroom to classroom.</p>	
<p>2. All pupils, teaching and support staff to return to classrooms (if safe to do so). Ensure all windows, blinds and doors are closed and locked where possible. Ensure all mobile phones are on silent and ask pupils to sit calmly and wait for further advise.</p> <p><u>If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that dynamic assessment.</u></p> <p>All pupils should be accounted for through taking a register</p> <p>SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.</p>	
<p>3. Designated persons (see below) lock external doors to restrict access to the building.</p> <p>This will be done by:</p> <ul style="list-style-type: none"> • Front door will be checked by EHT/Admin team/Senior teacher. • EHT/Admin team/Senior teacher to ensure blinds are closed in offices. • Headteachers office windows and blinds will be closed by EHT/Admin team/Senior teacher.. • EYFS teaching staff will be responsible for locking door to EYFS playground and external door from cloakroom. • Class teachers in class 2 responsible for ensuring back door is locked and secure. • Class teacher in class 3 responsible for ensuring link door, decking door and fire exit are locked and secure. • All class teachers to ensure that windows and blinds are closed • If hall is in use the member of staff will be made aware via phone call from main school. They will then be responsible for ensuring all doors and windows are closed and pupils are kept away from them in contained area of the hall. 	

<p>4. K Reeves/A Scott/E Scott makes call to emergency services to inform and ask for assistance, giving as much detail as possible about the situation.</p>	
<p>5. Stay in the classrooms area at all times unless advised to move from these areas by the emergency services or person in charge of incident controller. If it is not safe to stay in this area then follow the run, hide, and tell guidance.</p> <ul style="list-style-type: none"> • Run to a place of safety • Hide in a safe place • Tell the emergency services of the escalating situation. <p>*Note, this should only be done as a last resort in the instance where an intruder makes it into the building, and it is possible to do so.</p>	
<p>6. Ensure you follow all emergency service guidance throughout the lockdown and only leave the area/ building once they have ensured the area is safe.</p>	
<p>7. After the incident ensure that all pupils and staff are debriefed and decide on whether to return to class or send pupils' home.</p> <p>Make contact with parents to inform them of the incident and confirm all persons are safe. Social media could mean some parents already know but ensure this is communicated following the incident.</p>	
<p>8. Offer support to staff and pupils following the incident with open dialogue and provide specialist support where required.</p>	

<ul style="list-style-type: none"> • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
<p>5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller</p>	
<p>6. Report the call to the police and the Executive head teacher / nominated deputy/senior teacher immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the academy, follow the same procedure – report the call immediately to the police, and then notify the Executive head teacher.</p>	

Unplanned Loss or Shortage of Key Staff

If A Scott and/or K Reeves are at another site or absent then E Scott will take the lead as the FT member of staff. In the event of her absence H Stafford and/or J Yates.

Action	Tick

Failure of Technology or Loss of Data

Use of written registers. Redirect the phone to Wymondham and K Reeves work at Wymondham.

Action	Tick

Loss of key Suppliers or Third Parties

If meal supplies are lost a member of staff (J Yates) goes to a local shop to purchase basic provisions. Food allergies are taken into account. Food is prepared on site. Alternatively, parents are contacted to provide packed lunches.

Action	Tick

Loss of Utilities

In the event of no heating (Winter)/electricity/water school will be closed unless safe to remain open. K Reeves/A Scott will contact parents. Agreement needed from Trust, EHT and HoG to close.

Action	Tick

Appendix 1: Guidance on suspect packages

The likelihood of an academy receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia, or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor handwriting, spelling, or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address

- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

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Stay calm	
Put the letter or package down gently and walk away from it DO NOT PUT THE LETTER OR PACKAGE INTO ANYTHING (INCLUDING WATER) AND DO NOT PUT ANYTHING ON TOP OF IT	
Ask everyone to leave the area (including classes if necessary)	
Notify the police and the Executive head teacher /nominated deputy immediately DO NOT USE MOBILE PHONES OR SOUND THE ALARM USING THE BREAK GLASS CALL POINTS	

If you suspect that a letter or a package may contain a biological or chemical treat

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Stay calm	
Do not touch the package further or move it to another location	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination	
Notify the Executive head teacher /nominated deputy/senior teacher immediately	

The Executive head teacher /nominated deputy/senior teacher should then:

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Notify the police immediately on 999	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed	
Evacuate the building, keeping people away from the contaminated room as far as possible	
Keep all persons exposed to the material separate from others and available for medical attention	
If anyone is experiencing symptoms of chemical exposure (e.g., streaming eyes, coughs, and irritated skin) seek medical attention immediately	

If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose, or any other part of the body
- Wash your hands in ordinary soap where facilities are provided

MAT Emergency Contact Numbers

In the event of an emergency please contact a senior member of the MAT as soon as possible on one of the numbers below.

Mark Cole - CEO

Central team office – 0116 4783770 (direct line)

Mobile – 07958685152 (work mobile)

Dave Ellison-Lee - Director of Education

Central Team office - 0116 478 3770 ext. 242

Bhandna Bagga – HR

Office – 0116 4783770 (direct line)

Mobile – 07535405971 (work mobile)

Ben Goodman – Head of Estates

Office – 0116 4783770 (direct line)

Mobile – 07946 706581 (work mobile)

H&S Advisors-

YMD Boon – 01858 464842

Adrian Cook - 07341 865521