LOUGHBOROUGH
CofE PRIMARY SCHOOL

Business Continuity Plan
(including Lockdown & Bomb threats)

Loughborough
Church of England Primary School

Approved by Governors (date): 18.09.2024

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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 LOUGHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

Loughborough CE primary School has robust access control into the building, when the doors are closed, they cannot be accessed from the outside. It is essential that staff ensure access doors are closed unless they are outside with pupils.
Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

Buildings

The school will make all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance via reception. This door can only be opened from the outside by security key. There are 3 key holders – Head teacher, Premises Officer and Regent.
- Doors cannot be opened from the outside.
- Staff members will stand at the doors at the beginning and end of the school day.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to school yard.
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds.

The access arrangements for the grounds are –

- School grounds – access for curriculum activities– always under control of staff and gates locked after use. Children are only ever in playground under supervision of at least one member of staff.

- Breaktime and Lunchtime –children will always be under the supervision of staff.

The academy's most vulnerable points are the hall door. Staff **must** ensure this door closes fully after they enter or exit. And the Main car park gates as they do not have electronic fob access.

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 Head teacher, or other members 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 Air horn signal or phone for classrooms outside of the main building.

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 and premises officer 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, the horn alarm will be sounded.

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.

On hearing the horn 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 Headteacher, designated deputy 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 Head teacher or the designated deputy.

In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Headteacher 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.

Where the decision is taken to evacuate the site due to a bomb threat, the horn will be sounded. 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.
If a second evacuation point is needed we can meet at Emmanuel Church a short walk away.

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 RISE ACADEMY 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
1. Stay calm and start the alert procedure to make staff aware that a lockdown is required. This is done by sounding the horn. Located in the office a second in the PPA room.	
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 advice. 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 SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.	
3. Designated persons secure external doors to restrict access to the building. This will be done by: • Door 1- Year 2A & 2B secured by Patrick Dayman • Door 2 – EYFS building secured by Lauren Elverson • Door 3 – Computing Suite secured by Jackie Kerfoot • Door 4 – Year 1 secured by Jenny Ruffle/Jill Marvell-Stewart • Door 5 – Year 6 building secured by Julia Sulek • Door 6 – Year 4A & 4B secured by Andrew Cotton • Door 7 – Year 3 (Fire door) secured by Katie Hall • Door 8 – Year 3/5 secured by Isobelle Stone • Door 9 – Main Entrance secured by Danielle Beeby • Door 10 – The Hall secured by Danielle Beeby • Door 11 – 15 Courtyard doors secured by Nicola Ferey If the designated person is not available SLT will assign a new designated person.	
4. Nicola Ferey or Andrew Cotton makes call to emergency services to inform and ask for assistance, giving as much detail as possible about the situation.	
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. • Run to a place of safety • Hide in a safe place • Tell the emergency services of the escalating situation. *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.	
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.	
7. After the incident ensure that all pupils and staff are debriefed and decide on whether to return to class or send pupils' home.	

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.	
8. Offer support to staff and pupils following the incident with open dialogue and provide specialist support where required.	

Bomb Threat Procedures

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

Possible actions/ prompt card

Action	Tick
1. Stay calm	
2. Let them finish the message without interruption. Try to record exactly what they say, especially any codeword they might give **Message:**	
3. Make a note of: • The exact time of the call: • The caller's sex and approximate age: • Any accent the person has, or any distinguishing feature about their voice (e.g., speech impediment, state of drunkenness) • Any distinguishable background noises	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: • Where is the bomb? • What time is it due to go off? • 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?	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller	
6. Report the call to the police and the Head teacher/ nominated deputy 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 Head teacher.	

Unplanned Loss or Shortage of Key Staff

Action	Tick
Additional staff from across the school will be redeployed to work in the classroom	
2 classes will join together in the studio/year 2 or hall and share staff	
If possible agency staff will be called and staff shortage will be managed as per number 1/2	
Use of key staff at RISE HQ	

Failure of Technology or Loss of Data

Action	Tick
Call IT technician	
Manage without technology in the short term whilst a solution is found	
Broadband failure – IT to be contacted	

Loss of key Suppliers or Third Parties

Action	Tick
Loss of Relish - in a 12 hour emergency Senior Admin to purchase sandwiches from local shop	

Loss of Utilities

Action	Tick
NGED called if electricity has gone	
Use of emergency generator for power – supplied by NGED	
Ask children to wear additional layers (coats, jumpers)	
Close part of the school	
Water Plus to be called if water is cut off - discussion with headteacher or designated deputy to assess whether school will need to be temporarily closed	
Total Gas and Power to call if loss of Gas	

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 march 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:

	√
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 Headteacher/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

	√
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 Headteacher/nominated deputy immediately	

The Headteacher/nominated deputy should then:

	√
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

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

CO-CEO's – Jo Westaby and Keri Harvey
Office – 0116 4783770

Head of Infrastructure - Katie Law
07932568278

H&S Advisors - Adrian Cook, YMD Boon
Mobile – 07341 865521