



School Security Policy

Reviewed October 25

Vision

**“We shine like stars to achieve and make a difference in the world,
knowing that with God, all things are possible.”**

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Introduction

During 2016 and in 2017, a number of callous acts were carried out in the name of terrorism on innocent people of all ages, both in Europe and the United Kingdom.

Terrorism is a worldwide threat to the way we live. Increasingly such individuals and groups look for easy targets that are not well protected, but provide major media coverage, which they would hope will influence how we go about our daily lives. This does not mean we have to stay at home, not go to work or that you cannot plan and take part in educational visits at home or abroad.

The reality is that across the UK the chance of being caught up in such events is still a Low Risk, but we still need to be prepared to minimise the potential for injury to people and damage to property. To put this into context you are still more likely to be involved in a road traffic accident or be confronted by an over excited parent attending the school.

Purpose

The following guidance has been compiled to support the senior management of schools in the discharge of their responsibilities by ensuring the development and implementation of suitable procedures. In particular, maintaining the security of the premises in response to potential threats to the staff and pupils of the school. School plans should reflect the range of emergency situations that may occur, including potential situations such as;

- Major Intrusion onto the premises during the school day by unknown person(s).
- Before and after the school day and summer clubs.
- A bomb threat to cause damage or disrupt the running of the school.
- School visits and journeys.
- Events immediately outside of the school gates.
- Events within the local community that initially are not within your control but may disrupt the normal running of the school.

School Premises Security

The starting point for the management of security within a school environment is to carry out a Security Survey/Assessment. The assessment tool in "Appendix 1" enables a balanced view to be taken of those measures that you need to consider for the safety of your staff and pupils. The aim of this guidance is to protect staff, pupils and visitors whilst promoting your working environment as a welcoming and safe place of learning.

Good security can be viewed in three distinct layers. Each providing an obstacle to the intruder;

External Perimeter.

The first line of defence;

- Site Boundary fence to be constructed of Close metal Weldmesh or Diamex with a height of at least 1.8m. This type of fencing is visually aesthetic and allows the inner area to be overlooked by residents but for an intruder it is difficult to climb.
- Gates as part of their design to be fitted with secured hinges and a blanking plate to the outside to eliminate climbing points using the gate furniture.
- A mixture of manual and PIR lighting units positioned to illuminate car parks, footpaths and access points into the building so that it is visible as a deterrent.

- Waste Bins. – To reduce the fire risk to the building, wheelie bins & skips to have lockable lids and be located 8m away from the building where possible, secured within a lockable compound. Refuse to be collected weekly.
- Ground foliage such as prickly plants (Hawthorn/Blackthorn) can blend into the surrounding environment and break up the lower areas of the fence as well as providing a barrier for the intruder to cross on their escape.
- CCTV coverage which has a 28-day recordable storage can provide evidence of intrusion/vandalism or assist in identifying intruders.

Inner Circulation Areas, Gates and Fencing

The second line of defence;

- Designed to control movement and provide secure play/activity areas for the pupils. Again, the use of weldmesh or Diamex fencing is pleasing and reliable.
- All inner gates to be lockable using a quality padlock based on the Best-Lock key system. Keys to be restricted to named members of staff only.
- All external areas, fixtures and fittings to be inspected regularly and maintained.
- Regularly inspect and maintain all gates, fences and security systems.
- Identify a single access point for visitors with clearly displayed directional signs.
- Eliminate all climbing points such as drainpipes which can be enclosed with a guard and low walls and window sills to be sloped at a 45° angle to eliminate a foot step.

Internal Building security.

This is your last line of defence but in some ways easiest to control;

- All visitors after the start of the school day to sign in / out at the office and if in contact with the pupil's, to be accompanied around the school.
- During close down periods such as after school, weekends and holidays internal doors can be secured using Mag-Lock technology linked to the fire alarm to prevent unauthorised access through the school. Doors will fail to safe on activation of the alarm. (Note: The areas of the building being occupied must maintain a safe fire exit route to a final fire exit.)
- Relocate the "Alarm Activation Point! (Red Break-Glass) from the visitors holding area to the corridor side of the inner door.
- Additional locks on secured storage, Offices, Caretakers rooms, etc.
- Intruder alarm to be installed linked to a 24/7 monitoring station.
- For the safety of lone working staff and/or as protection against an intruder, install a panic alarm in isolated areas of the building(s)
- Maintain good housekeeping and put away all attractive items when not in use.
- Use of CCTV to monitor movement and behaviour of pupils and visitors.

Intruder.

Situations relating to an intrusion onto the school premises or access by tailgating into the building can vary widely. This may be a lost or confused member of the public, an excited parent or a determined intruder focused on causing disruption, damage or assault on staff or pupils. It may not be terrorism related. If you have any concerns, particularly if the person(s) are not cooperating follow the procedure at "Appendix 2" and implement your emergency procedure for a Lock-Down of the premises.

Lockdown.

The Lock-Down procedure is designed to withdraw all pupils and staff working outside back into the building and those working or moving internally around the school to return to a place of safety and secure the entrances and internal doors to the rooms in use. Guidance to follow is at "Appendix 3.1".

Suspect Package and Bomb Threats.

The easiest way to disrupt the school's routine and spread anxiety and confusion is to make a malicious threat of a bomb or leave a suspect package on the premises.

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary for senior management to consider a number of factors:

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb or suspicious package visible at the location identified? If a suspect device or package is visible, dial 999 and then proceed with implementation of evacuation procedures in cooperation with emergency services and police.
- considering a hoaxer's desire to influence behavior, is there any reason to believe their words?
- if the threat is imprecise, could an **external** evacuation inadvertently move people closer to the hazard? In this case, a dynamic assessment of the situation is needed to determine the most appropriate course of action. Your response will be based on the facts known to you at that time as the incident occurs.

In the event of a suspect package being found see the advice at "Appendix 4"

Actions to consider

Responsibility for the initial decision making remains with the senior management of the school being threatened. Do not delay your decision making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans are in place, plans should be **event** and **location** specific.

The decision to evacuate the building or stay within the building should be based on the initial threat information. The general rule is that if the device is within the building you should evacuate, but if the device is outside of the building it may be safer to stay inside.

Options to manage the risk include:

External evacuation

Evacuation will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with the evacuation and assembly points, to act as marshals and assist with this procedure where possible. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should **not** be a car park. You may wish to seek specialist advice to help identify suitable assembly points and alternative

options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Follow the External Evacuation procedure at Appendix 9, page 27, and implement the emergency procedure for an External Evacuation of the premises. This section is an addendum to the Wigan Council Policy.

Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside a building. Staying in your school and moving people away from external windows/walls on the effective face of the building (if known) is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your school, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces, but this type of inwards evacuation needs significant pre-planning and will require expert structural advice to help identify an internal safe area within your building. These locations should be included in your plans. If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or to inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the senior management, the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered reasonable to ask staff familiar with the premises, for example, fire wardens, to check their immediate surroundings to identify anything out of place.

Checking your building(s) for suspicious items - Search Considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'visible search'.

To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat,
- senior management will need to identify the most appropriate person(s) to coordinate and take responsibility for conducting searches,
- initiate a search using communications by the most appropriate practicable means, for example, over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, radio, telephone cascade or IT systems,
- divide your venue into areas of a manageable size for 1 or 2 searchers; ideally staff should follow a search plan and search in pairs to ensure nothing is missed (fire sweep procedures might be used to capture all areas),
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items; consider fire wardens for their own respective sweep areas,
- focus on areas that are open to the public; enclosed areas (e.g. meeting rooms, cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as sports facilities,
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any pupils or visitors present,

- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuating the area the item is in and dial 999,
- ensure all visitors and staff know who to report a suspicious item to and have the confidence to report suspicious behaviour; consider signage that outlines instruction for unattended items.

Pupils Under Test / Exam Conditions.

Schools throughout the year will carry out formal tests and exams as part of the curriculum. At such times the stress on both pupils and staff can be increased with a major concern in regards what action to take whilst the exam is in progress. Guidance to assist you in reaching a decision is at "Appendix 6".

Instruction and training

All staff and pupils must be provided with suitable and sufficient information, instruction and training in respect of emergency arrangements for dealing with an intrusion, suspect package or bomb threat.

It is vital that regular training which is age appropriate is carried out in support of the emergency to ensure all are familiar with the procedures, evacuation arrangements and assembly points. Disabled staff and pupils should already have personal emergency evacuation plans (PEEPs) and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed to remain with the member of staff they are visiting and follow their instructions.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process, i.e., when not to evacuate/invacuate.

Communication and Media

During or after a security incident all staff must not discuss the situation or the school's response with any medial request or on face-book, etc. Communications will be via a senior manager only. Following the actual threat or event that results in an evacuation of a building, a management de-brief would be completed.

All staff must avoid revealing details about specific incidents to the media or through social media. Do not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility,
- cause unnecessary alarm to others,
- be used by those planning to target other venues,
- elicit copycat incidents,
- may adversely affect a subsequent police investigation.

The Threat from Terrorism on School Trips.

Government advice is often limited in regards school visits. However the following principles should be implemented when taking part in any visit or activity away from your school.

- In planning your visit, consider where and when what else is happening that day. You may want to consider an alternative venue or the date of the visit.
- Have a “Plan B” and make it known to staff.
- Check with the hotel and/or venue’s emergence procedure and inform all staff who are supporting the pupils prior to the visit.
- During the visit remain vigilant and stay together as a group.
- If you suspect anything is amiss or suspicious, inform the local security guard or the police.
- Follow the instructions given by the emergency services and move quickly under control to the designated safe area.
- Remember during the visit, if you have any concerns, withdraw and go onto the next activity or venue.
- If you are split into small groups, ensure all staff have access to a mobile phone and the numbers of both your school, the Council’s Central Watch (01942 404040) and other group members.

In reality, the UK is a large area with many public venues of interest providing both social and educational activities and places of interest. To put it into perspective, the overall risk to you as an individual being caught up in an incident is small, but not impossible. You are however at a greater risk of being involved in a RTC when travelling to or from the venue.

The final choice whether to go on a planned visit remains with the Senior Management and Governors of the school. The LA can assist in monitoring all visits and offer advice and information to assist you in making an informed decision. The most effective way we can support you before and during the visit, is by all visits being recorded on the EVOLVE system (This is an on-line system for the planning, approval and management of educational visits and curriculum activities) to notify heads and the EVCs of any advice released via the Government.

Why You need to telephone Central Watch.

Telephoning Central Watch on 01942 404040, when safe to do so, **will trigger an immediate response from Council Services**. They will activate the Council’s **Schools Threat – Emergency Plan** and inform senior officers within the Council including the Assistant Director of Education and/or Director of Childrens Services.

This will provide the school and management team with additional support.

Further Information.

You can watch a YouTube video about ‘Run, Hide and Tell’ at the following link:

<https://www.youtube.com/watch?v=Gkj8AQRKLD4>

More information can be found on the National Police Chief’s Council at www.npcc.police.uk<<http://www.npcc.police.uk>>

National Counter Terrorism Security Office
www.nactso.gov.uk

PREMISES SECURITY PROCEDURE.

Premises		Inspection date	
Address		Inspector by	
Very Low Risk		1	2
		3	4
		5	6
High Risk			
Part 1 : Incidence of Crime in the Last 12 months			
1	Trespass		
	No cases of trespass onto school grounds	<input type="checkbox"/>	Trespassers commonly present in school grounds
2	Vandalism		
	No cases of vandalism reported	<input type="checkbox"/>	Frequent vandalism to school buildings/grounds
3	Theft/Burglary		
	No cases of theft or burglary	<input type="checkbox"/>	Frequent theft or burglary
4	Fire		
	No arson attacks in the locality	<input type="checkbox"/>	Schools in the locality have suffered from arson attacks
5	Safety Attacks on Staff or Pupils		
	No attacks or threats reported	<input type="checkbox"/>	Attacks inside school or in the vicinity of the school
6	Drug/Solvent Abuse		
	No problems reported	<input type="checkbox"/>	School or locality experience drug or solvent abuse
Part 2: Environment and Buildings			
1	Incidence of Crime in Surrounding Area		
	Locality has a low crime rate	<input type="checkbox"/>	Locality has a high crime rate as reported to the Police
2	School Overlooked from Roads and /or Housing		
	Grounds clearly visible to the public passing by the school.	<input type="checkbox"/>	Areas Unobserved
3	Boundaries Fencing and Gates		
	Boundaries are well defined with fences and gates to limit intrusion	<input type="checkbox"/>	No fences or gates preventing unauthorised access
4	Public Footpaths/Rights of Way Through School Grounds		
	No footpath and grounds not used by the Community	<input type="checkbox"/>	Footpath passing through the school grounds & open fields policy
5	Clearly Defined Entrances		
	Entrance with signage directing visitors to the Reception Office	<input type="checkbox"/>	No clear entrance or signage
6	Well Organised Reception Holding Area and Visitors Control		
	Pass system in operation with badges issued to visitors	<input type="checkbox"/>	No system of recording visitors
7	Car Parking		
	Car Parks well-lit and overlooked	<input type="checkbox"/>	No safe place to park, Car parks unlit and not overlooked
8	Condition and Appearance of Buildings		
	Buildings maintained in good repair, No graffiti/vandalism	<input type="checkbox"/>	Buildings in a state of disrepair and vandalism present

9	Detached and Temporary Buildings		
	No building detached from main block	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Detached buildings including Temporary mobiles
10	Recesses and Internal Courtyards		
	No place for intruders to hide and/or break-in unobserved	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Places for intruders to hide unobserved
11	Secure Exit Doors		
	Exit door other than final fire exits secured	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Doors easily forced, Inadequate locks fitted
12	Secure Windows and Roof-lights		
	Windows and roof-lights protected against intrusion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Windows and roof-lights have easy access
13	Valuable Equipment that is Secured		
	Computers/TV's equipment stored in a secure store	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Equipment left unsecured
14	Community Ethos and Support for the School		
	Strong community & parental support	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Insignificant community & parent involvement
15	Out of Hours Use of School Facilities		
	No reported problems and/or security issues for clubs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Security issues due to out of hours use. Community facility
Part 3: Security Measures			
1	School Watch Scheme		
	System established for reporting suspicious incidents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No scheme in operation
2	Pupil Involvement		
	Successful youth action group or school Council	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No involvement in Security
3	Security Lighting		
	Floodlighting of all entrances, footpaths and building facades	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None or ineffective lighting
4	Intruder Alarm		
	Full protection and level 1 police response	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No system installed
5	Fire Detection / Sprinkler System		
	Full automatic fire detection linked to a Central Watch station	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No Automatic detection
6	Property Marking		
	All valuable property marked and kept in a secure store.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No marking of property
7	Internal Fencing & Gates to control Movement		
	Movement restricted around the site.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No restriction on movement
8	Internal doors are able to be secured		
	Internal doors secured when not in use.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Free access throughout the school building(s)
9	Cash Handling/Safekeeping		
	Secure methods in operation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Procedures lacking and/or enforced
10	CCTV		
	Total surveillance & monitoring in place	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No CCTV or monitoring of the premises

Security Risk				
	Part 1 – Crime		(0 – 36)	
	Part 2 – Environment/Buildings		(0 – 90)	
	Part 3 – Security Measures		(0 – 60)	
	Grand Total		(0 – 186)	Risk
Risk Response				
Low = 1 – 62 Medium – 63 – 124 High = 125 - 186		Monitor Implement action plan within resources available Immediate action required		
General Observations/Comments				
Recommendations/Improvements				
Conclusions				
Name			Date	

INTRUDER THREAT PROCEDURE

Actions of School Staff in the event of a Serious Intruder Threat.

In the event of an armed intruder threat, always follow these three steps:

- **Run**
- **Hide**
- **Tell**

DO NOT activate the fire alarm for an armed intruder threat. Activation would result in staff evacuating via designated escape routes and potentially into harm, depending on the location of the intruder(s).

RUN

- Run to a place of safety. This is a far better option than to surrender or negotiate:
- Escape if you can – If possible use emergency (fire) exit doors
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- It's better to hide, if possible, than to confront. If you cannot RUN then HIDE:
- Find cover from gunfire, or other threat
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork or heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock and barricade yourself in
- Move away from the door – Sit or lie down on the floor

TELL

- When safe to do so, call 999 - What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the police:
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so
- When safe to do so telephone Central Watch on 01942 404040 and repeat the information you have given to the police.

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

ARMED OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

REMEMBER to take precautionary steps to help reduce the risk of an attack:

Every day

- Be alert to what is going on around you
- Report anything suspicious at the earliest opportunity - tell your manager but don't delay in reporting to either the police on 999 or to the Anti-Terrorist Hotline on 0800 789 321
- Ensure that your social media security settings are set to private and be mindful of what information you are sharing.

While you're at work

- Always wear your work pass when you're in an official building, and be mindful of anyone not wearing theirs - get comfortable asking them for proof of their permission to be there.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass or code to gain access, whether on foot or in a vehicle, always ensure that person is authorised to access the area.

You must STAY SAFE:

- What are your plans? Think about what you would do if there was an incident.
- Consider local arrangements, including personal emergency evacuation plans; are there people that might need assistance with escape?

Aspull Church Primary School

Emergency Lock-Down Procedures.

(Please read as part of our school safety and security policy)

The lock down procedures could be triggered by a number of situations including:

- A stray animal on site.
- An incident in the local community.
- An unauthorised person on site.
- An instruction given by the Emergency Services in the response to a local situation.

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

A senior member of staff **ONLY** will activate the school bell sounding a continuous ring for 10 seconds pause and repeat the school bell for 10 seconds again.

If relevant the school office and senior management team will send all relevant information to the staff in school via Microsoft Teams.

Action: The action below must be implemented once the Lock-Down alert has been activated.

- All pupils and staff should with immediate effect remain in their classroom and lock both the classroom entrance and close the fire exit door.
- Any staff or children out of their room should return to their relevant classroom or the nearest safe room.
- All windows and blinds to be closed and lights turned off.
- Teachers to confirm via Microsoft Teams that all children are present.
- Any other school staff present to confirm their location via Microsoft Teams.
- **STAY CALM. Pupils can continue with the lesson or other activity**
- Staff in offices should remain in the office which they are based.
- All authorised visitors working within the building to make their way to the staff room and await further instructions.
- If it is safe to do so – The Headteacher will lock the KS1 playground door and atrium door to the carpark. If the Headteacher is not on site, this responsibility will go to the Deputy Headteacher and then the School Business Manager.
- If it is safe to do so – A Year 3 staff member will lock the KS2 cloak room door to the playground.
- The Headteacher or in the event of their absence a member of the senior management team, to evaluate the incident, to ascertain the next actions required.
- Kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.
- **Call 999** and ask for police assistance, stating your school name and address.
 - **School Name: Aspull Church Primary School**
 - **Address: Bolton Road, Wigan, WN2 1QT**
 - **Contact Number: 01942 746679** or mobile phone number as appropriate

- **Provide a brief description of the situation**
- Follow the instruction given by the Police.
- **If it is safe to do so telephone Central Watch on 01942 404040 and advise them of your situation.**

End of Incident:

Once the situation is resolved, **a senior member of staff ONLY** will activate the school bell sounding a continuous ring for 10 seconds pause and repeat the school bell for 10 seconds again to notify staff that the lock down has been released.

On completion of the incident inform Central Watch of the situation and request any further support you may require. Tel: 01942 404040.

Debrief:

The senior manager to debrief all staff on the incident and inform all parents what had occurred, providing reassurance for the safety of all children and staff.

- Ofsted to be informed, if the situation relates to a safeguarding issue.
- Intruder/Lock-down procedure will be reviewed.
- Review any Personal Evacuation Plans for staff/pupils requiring assistance.

Date approved:	
Review Date:	
Headteacher's Signature:	

Further Guidance:

In planning and evaluating your procedure, look at the building from an intruder's view point. Windows, doors, access controls, etc.

To instigate a lock-down, you must **not** use the building fire alarm as this will result in confusion and possibly lead to staff and pupils exiting the building and putting themselves at risk. If you do not have an electrical bell, you could use one of the following methods.

- Manual operated rotary fire bell.
- Intercom, if phones or speakers are located throughout the school building.
- Manual operated Air Horn.
- School Whistle, as you would on a playground.
- If your IT server can be programmed, use a pop-up alert.

In place of sounding an alarm (Bell) you may wish to consider using a known phrase as part of a message to staff. This should not alert the intruder and may assist in the children remaining calm during the initial stages of a lock-down.

If you need to evacuate the building do so only under the instructions of the emergency services and all pupils and staff of the class to stay together.

On completion of your school procedure, bring it to the attention of all staff and complete a practice drill to evaluate the suitability of the procedure. You should also record such practice drills to demonstrate your management preparedness for the safeguarding of both the pupils and staff under your control.

SUSPECT PACKAGE PROCEDURE

Actions of school staff on discovery of suspect parcels, packages and other suspect unattended items.

On finding a suspect package or an object that cannot be accounted for in any way:
STAFF SHOULD NOT ATTEMPT TO TOUCH OR MOVE THE SUSPECT ITEM

SUSPECT PACKAGES OR ITEMS DISCOVERED IN A BUILDING

- Do not use a mobile phone, radio or similar communication device within 15 meters of the package.
- If students are in the room or area where the package is found relocate them to another location
- **If possible and safe to do so secure the room/area to prevent others entering the area or touching the package.**
- Contact the school office without delay (Land Line) Tel: **01942 746679** and tell them you have found a suspect item.
- Provide detail of the item including a description and the exact location found
- The Receptionist will escalate your call immediately through notification to the relevant senior manager the police and Central Watch (**01942 404040**).

POSTAL PACKAGES

- Can be received in many forms that include envelopes, parcels, padded 'Jiffy' bags, etc.
- Can be delivered by post or by hand.
- Might be designed to explode when opened.

The following signs should alert you to the possibility that the package contains an explosive device:

- Grease marks on envelope or wrapping.
- An unusual odour such as marzipan or oil.
- Visible wiring or tin foil, especially if the package is damaged.
- Envelopes may feel very heavy for size.
- Uneven weight distribution.
- Contents may be rigid in a flexible envelope.
- Delivery by hand from an unknown source or posted from an unusual place.
- Excessive wrapping.
- Poor handwriting, spelling or typing.
- Might be incorrectly addressed.
- Includes too many stamps for the weight of the package.

If one or more of the above is evident in an envelope or package, put it down gently and walk away – if possible and safe to do so secure the room/area to prevent others entering the area or touching the package.

- Treat all suspect packages as a potential threat.

- Do not place the item into anything (including water) and do not attempt to contain the item, do not put anything on top of it.
- Establish if anyone is expecting the envelope or package.
- Follow the procedure above for 'discovery of a suspect package or item' and be prepared to evacuate the immediate area.
- If possible, attempt to contact the sender of the suspect envelope or package.
- It is most likely that the majority of packages are safe, but it is always best to act on the side of caution.

In all cases, report any suspect item, either received by delivery or found left unattended, to a senior manager ASAP.

As time allows, contact Central Watch, Tel; 01942 404040 and provide a summary of the incident and action taken.

BOMB THREAT PROCEDURE

Actions of school staff on receiving bomb threat communications.

If you receive a telephone threat you should:

- **Do not** activate the 'fire alarm', this is extremely important.
- stay calm and listen carefully to the caller.
- use the attached bomb threat checklist for key information that should be recorded.
- if practical, keep the caller talking and alert a colleague to dial 999.
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.
- if the threat is a recorded message, write down as much detail as possible.
- if the threat is received via text message, **do not** reply, forward or delete the message. Note the number of the sender and follow police advice.
- contact a member of the Senior Management Team without delay and tell them you have received a bomb threat.
- the school office staff will escalate the threat immediately through notification to the relevant senior manager.

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible.

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- **do not** reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- **do not** delete anything; preserve all web log files to help the police investigation

REMEMBER Dial 999 and follow police advice.

In all cases, report any bomb threat to Central Watch as soon as possible, Tel: 01942 404040.

ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT.

1. Remain calm and talk to the caller.
2. Note the caller's number if displayed on your phone.
3. If the threat has been sent via email or social media, see appropriate section below.
4. If you can record the call, do so.
5. Write down the exact wording of the threat:

(When. Where. What. How. Why. Time)

ASK THOSE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

- | | | |
|-----|---|--|
| 1. | Where exactly is the bomb right now? | <input style="width: 95%; height: 25px;" type="text"/> |
| 2. | When is it going to explode? | <input style="width: 95%; height: 25px;" type="text"/> |
| 3. | What does it look like? | <input style="width: 95%; height: 25px;" type="text"/> |
| 4. | What does the bomb contain? | <input style="width: 95%; height: 25px;" type="text"/> |
| 5. | How will it be detonated? | <input style="width: 95%; height: 25px;" type="text"/> |
| 6. | Did you place the bomb? If not you, who did? | <input style="width: 95%; height: 25px;" type="text"/> |
| 7. | What is your name? | <input style="width: 95%; height: 25px;" type="text"/> |
| 8. | What is your address? | <input style="width: 95%; height: 25px;" type="text"/> |
| 9. | What is your phone number? | <input style="width: 95%; height: 25px;" type="text"/> |
| 10. | Do you represent a group or are you acting alone? | <input style="width: 95%; height: 25px;" type="text"/> |
| 11. | Why have you placed the bomb? | <input style="width: 95%; height: 25px;" type="text"/> |

Record time and call completed:

INFORM BUILDING SECURITY/COORDINATING MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Time Informed

This part should be completed once the caller has hung up and the police / building security / coordinating manager have been informed.

Date and time of call:

Duration of call:

The telephone number that received the call

ABOUT THE CALLER:

Male	Female	Nationality	Age
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

TRHREAT LANGUAGE:

Well-spoken	Irrational	Taped	Foul	Incoherent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CALLER'S VOICE:

Calm	Crying	Clearing Throat	Angry	Nasal		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Slurred	Excited	Stutter	Disguised	Slow	Lisp	Accent*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid	Deep	Familiar**	Laughter	Hoarse	Other (Specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

What Accent

If the voice sounded familiar, who did it sound like?

Street Noises	House Noised	Animal Noises	Crockery	Motor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Voice	Static	PA System	Booth	Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Factory Machinery

Office Machinery

Other (Specify)

REMARKS:

ADDITIONAL NOTES:

Signature:		Print Name:		Date:	
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ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. **DO NOT** reply to, forward or delete the message
2. If sent via email, note the senders address.
3. If sent via social media, what application has been used and what is the username / ID
4. **Dial 999** and follow police guidance
5. Preserve all school web log files to assist with the police investigation. (As a guide – from seven (7) days prior to the threat message and for 48 hours after.)
6. Telephone Central Watch on 01942 404040 and advise them of your situation.

Signature:		Print Name:		Date:	
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GUIDANCE DURING TEST / EXAM CONDITIONS

- All candidates must be informed of the evacuation procedure before the exam starts.
- The attendance register for each room must be completed prior to the exam starting.
- In the event of the fire alarm sounding the exam must be stopped immediately.
- Candidates are to be kept under normal exam conditions in the gym/theatre/unit and await further instruction from or in his/her absence..... Contact will be made with the invigilator in the exam room via the radio.
- If candidates are in a separate exam room they must be brought to a designated place by the invigilator.
- Should an evacuation be necessary the assembly point will be given to all present. All candidates must remain together during the evacuation.
- All exam stationary and personal belongings must be left in the exam room.
- Exam rooms to be made safe by the senior invigilator or designated member of staff.
- Complete security must be adhered to at all times.
- Once evacuated, the candidates must not communicate with each other or with others by mobile phone.
- If evacuation is necessary, there should be one invigilator nominated to a group of 30 candidates.
- Once allowed back into the exam room, the candidates should be reminded of rules and regulations and a line should be drawn on the answer sheet to show at what point the fire alarm sounded. A full report will be made to the exam board by a senior member of the school staff.
- If it is impossible for the exam to continue a senior member of staff will seek advice from the exam board.

SCHOOL OFF SITE VISITS

The UK terrorist threat is set by the Joint Terrorism Analysis Centre and the Security Forces.

Due to the nature of terrorist acts the available advice published by the government is limited in regards to security information for tourism or school visits. We have therefore used the existing guidance published by the police as the general advice relevant to school visits.

There are no restrictions on where or when to visit places of interest or attractions in the UK. However, given the number and type of incidents that may occur it is good practice to regularly review your school's emergency response procedure.

When Visiting Attractions/Venues

- Ensure you have available a fully charged mobile phone for emergency use.
- Be alert to what is going on around you.
- Report anything suspicious at the earliest opportunity - tell your Group Leader but do not delay in reporting to either to police on **999** or to the Anti-Terrorist - Hotline on **0800 789 321**.
- Be mindful of what information you are discussing in regards your itinerary.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass to gain access.

In the event of a firearms or weapons attack, always follow these three steps:

- **Run**
- Stay together and run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go then...
- **Hide**
- It's better to hide, if possible, than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it's safe to do so...
- **Tell**
- Tell the police by calling 999 or for non-emergencies 101

[Follow the instructions given by the Emergency Services.](#)

Keep your school management informed of any incidents and the action you have taken.

The school management to inform and keep updated Central Watch and request any additional support required – 01942 404040. Central Watch will activate the Council's response plan and senior officers.

USEFULL CONTACT NUMBERS

To aid of the school management and staff to respond to an emergency or concern, the following contact numbers relating to the information contained in this procedure are provided:

Aspull Church Primary School.		
School Emergency Response Team.		
School Address.		
Bolton Road, Wigan, WN2 1QT		
Tel: 01942 746679		
School Staff	Name	Telephone No's
Headteacher	Howard Smout	01942 746679 All staff have personal mobile number
Deputy Headteacher	Anna Ganley	01942 746679 All staff have personal mobile number
School Business Manager	Victoria Griffiths	01942 746679 All staff have personal mobile number
School Site Manager	Stephen Heaton	01942 746679
Chair of Governor	Sarah Sutton	
Vice Chair of Governors	Fay Lamb	
Local Authority		
Central Watch		01942 404040
Director of Children's Services	Cath Peeling	01942 486000
Service Lead for Standards & Learning	Emlyn Wright	01942 486000
Public Relations Manager		01942 827116
External		
Emergency Services	Fire/Police/Ambulance	999
Non-Emergencies	Police	101
Anti-Terrorist Hot Line	Report a concern	0800 789 321

Aspull Church Primary School

Emergency Evacuation Procedures.

(Please read as part of our school safety and security policy)

The Emergency Evacuation procedures could be triggered by a number of situations including:

- A serious threat which is inside the building.
- A threat is credible and when evacuation will move people towards a safer location.
- An instruction given by the Emergency Services in the response to a local situation.

If one of these instances occurs it is prudent to ask staff and children to evacuate the building. As such, we will action the Evacuation procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported.

Should fire break out in the school or an alternative emergency takes place requiring school to be evacuated, it will be the responsibility of staff members to:

- Raise the alarm using nearest fire break glass.
- Evacuate the school.
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, **which is a continuous bell which does not stop**, the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm, the person managing the class/group/ individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the assembly point, **which is the KS2 Playground**
- Staff will check children against the fire register and immediately inform administration staff of any missing children.
- Any staff who have children in a different location to their normal assembly point must take the children via a Teaching Assistant to their normal class Teacher.
- Do not re-enter building until told to do so by Headteacher or Fire Service.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the office administrator will on hearing the alarm, immediately collect the Inventory Evac Printed list/Office iPad with Inventory Evac including staff and visitor attendance. They will then go to the assembly point on the KS2 Playground.
- The school fire alarm is linked directly to the Fire Brigade - the School Business Manager will still need dial 999. In the event of an evacuation which is none-fire

related, the administrative staff will contact the fire brigade to request none-attendance.

- Any persons missing must be reported to the fire control officer (Headteacher).
- To monitor the evacuation of the premises from the assembly point (KS2 Playground).
- Teaching staff will report to administrative staff if the registers tally and all present by raising their hand. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will be informed.
- Do not re-enter building until told to do so by Headteacher or Fire Service.

Headteacher and Deputy Headteacher

Headteacher will visually check the following areas:

- The school hall, atrium, all 4 KS2 classrooms and both sets of toilets.
- Return to the assembly point on the KS2 Playground.

Deputy Head will visually check the following areas:

- All 3 KS1 classrooms, toilets and outdoor areas.
- Return to the KS2 Playground assembly point via the outside of the building.
- Do not re-enter building until told to do so by Headteacher or Fire Service.

Site Manager/Business Manager

The Site Manager will visually check the following areas unless he is not on shift in which case, The School Business Manager will carry out the visual check:-

- Staff room, staff male and female toilets and the Learning Lodge.
- Return to the KS2 playground to assist the administrative team.
- The site manager/SBM will receive status of pupils/classes, staff and visitors and await the Headteacher and Deputy Headteacher confirming all clear of checked areas.
- The site manager/SBM will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the Business Manager is not on site, the responsibility passes to the Headteacher & Deputy Headteacher to check the whole school

Caretaker

Due to the hours worked, in the event that an evacuation is necessary before or after school, in the absence of Headteacher/Deputy, the caretaker will check the whole school.

- In the event that the Caretaker is not on site, the responsibility passes to the Business Manager to check the whole school.

Cleaning Staff

- Evacuate by designated route to the assembly point, which is the KS2 Playground.
- **NO ONE** should stop to collect personal belongings.
- Do not re-enter building until told to do so by the Headteacher or Fire Service.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so.
- Evacuate by designated route.
- Close doors and windows as you leave.
- Assemble at their assembly point on the KS2 playground.
- **NO ONE** should stop to collect personal belongings.
- Do not re-enter building until told to do so by Headteacher or Fire Service.

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire.

Operation systems in the case of a fire.

- We have a Fire Warning System - Bells, break glass and smoke detector units are situated throughout the buildings. These are tested by the caretaker on a weekly basis.
- The main fire alarm panel is situated on the wall opposite the school office. **This is serviced annually and is due to be upgraded August 2025.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly point
- All staff are issued with School Security Employee Booklet on their first day. This contains Security information and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
- Regular fire drills are arranged.

Key Escape Routes

- All areas have direct escape routes to the assembly point on the front playing field. If necessary pupils and staff can further be evacuated from the site via the School Playing Fields or Public Footpaths (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly basis and fully serviced bi-annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly basis and serviced annually.

Assembly Point

- KS2 Playground

Fire Risk Assessments

- Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning.
- Fire Risk Assessments.
- Making emergency plans and PEEPS.
- Formulation of fire procedures.
- Fire Drills.
- Provision of information, instruction and training.
- Cooperation and coordination with other premises users.

Fire Prevention Measures

- Good housekeeping and adequate security measures.
- Emergency signs/instructions and emergency lightening.
- Control of contractors working on site.
- Maintenance, inspection and testing of electrical installations and equipment.

Fire Protection Measures

- Raising the fire alarm.
- Smoke and Heat Detectors.
- Escape routes, fire exits.
- Firefighting equipment.
- Limiting the spread of fire.

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Debrief:

The Headteacher to debrief staff on the incident.

- Review any Personal Evacuation Plans for staff/pupils requiring assistance.

In the event of a serious incident to inform parents - what had occurred, providing reassurance for the safety of all children and staff.

Date approved:	
Review Date:	
Headteacher's Signature :	