Moor First School Security Policy

(Invacuation, Lockdown and evacuation)

'Together we unlock potential and learn for life'

This policy was approved by the Governing Body of Moor First School at their meeting on:…………………………..

Signed ……………………………………… **Chair of Governors**

Signed …………………………………….. **Co-Headteacher/Health and safety lead.**

Signed …………………………………….. **Co-Headteacher**

Review Frequency   Next review
Every 3 years   June 2025

Revisions made between June 2022 and June 2025:

1: Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Moor First takes its duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at Moor First will endeavour to take all reasonable actions in order to ensure the safety of pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

This policy will be applied in conjunction with the following school policies and procedures:
- Health and Safety Policy
- Fire Evacuation Plan
- Business Continuity Plan
- Fire risk assessments
- Fire policy

2: Definitions

- An 'evacuation' is the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.
- The term 'invacuation' refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk of harm to people, e.g. toxic fumes in the air. 'Lockdown' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3: Types of Threat

Threats to Moor First premises may come from a number of sources and although there has been an increase in international and domestic terrorism in recent years, there is also a need to consider more localised threats to the school and the community such as:

- Local individuals with a grudge/violent behaviours/extreme anti-social activities which may threaten the school, pupils or staff.
- Dangerous dogs.
- Environmental threats such as smoke, gas or fumes or major fire in the vicinity.
- Internal threats from pupils, staff or members of the school community.
- Impacts from a nearby attack or major incident at a 'high risk' prestigious neighbouring premises (e.g. due to emergency services response / road closures)?
- Threats by association with high profile individuals, the location of your premises, your activities, its visitors, sponsors, contractors and staff.

4: Roles and Responsibilities

- Staff members at Moor First, will act in accordance with the school's Invacuation, Lockdown and Evacuation Policy at all times.
- It is the Headteacher's responsibility to ensure effective and rehearsed emergency procedures are in place at each school within the school.
- The headteacher is responsible for ensuring that all staff members are aware of the policy and have a copy to access.
- It is the responsibility of the headteacher to ensure that new staff members are trained in implementing all of the emergency procedures.
- The headteacher is responsible for recording all evacuation procedures, including drills and practices, in the invacuation Record Log (appendix A).
- The headteacher is responsible for raising the alarm of an emergency, and will delegate this duty to a designated member of staff to carry out when they are not present at the school.
- The responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to office staff and senior leaders.
- All staff members are responsible for ensuring pupils, fellow staff members and visitors
- It is the responsibility of all staff members to ensure that registers are accurately taken and the names of missing pupils are immediately reported to the headteacher.
- Staff members will inform the headteacher or school office of any pupils missing from the classroom when the alarm was raised.
- All staff members are responsible for maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.

- The site manager is responsible for ensuring that emergency exits are clearly signposted.
- It is the responsibility of school office staff to provide the emergency services with copies of the site plan.
- The Headteacher is responsible for ensuring that all contractors or external services working within the school are supplied with a copy of the evacuation procedure when their work initially commences.
- The school office staff will continuously monitor the situation and keep both the emergency services and fellow colleagues up-to-date.

5: The Principles of Deter, Detect, Delay

At Moor First, we DETER any type of threat or attack by highlighting and enhancing security in many ways:

- We have a secure site, with restricted car park access, good boundary fences and clear signs advising people where they must go when they arrive at your site.
- We manage information about the site and procedures such as information you placed on websites and in communications. This prevents us giving key information to those who wish to access or threaten the premises?
- We encourage the reporting of suspicious behaviour/suspect vehicles.
- Staff and visitors are expected to be wearing ID badges and we demonstrate a challenge culture on 'no identification badges.'
- There are regular checks on incoming post.
- Regular security walks take place to include looking for unsupervised packages.
- Security alarms are regularly checked.
- Vigilant and effective contractor management controls take place which include standards on building materials/waste/equipment storage/management of access to previously secured areas/weekend and out of hours working/alarm systems being silenced.

We also deter any type of threat by:

- Keeping exits, entrances, walkways and playgrounds clean, tidy and well lit.

- Keeping fixtures, fittings and furniture in the above areas to a minimum – ensuring there is little opportunity to hide devices.
- Locking unoccupied offices, rooms, external buildings such as boiler houses and store cupboards.
- Maintaining clean and organised storage to make it easier to spot "unusual" items.
- Considering the size of litter bins, their openings and location. Minimise litter bins in critical, sensitive or vulnerable areas such as near glazing, support structures etc.

- Considering tamper-proof seals on maintenance hatches.
- Pruning vegetation and trees, especially near entrances, to help surveillance and prevent the concealment of any packages.

DETECT – quickly identifying someone/something unusual.

Being able to quickly detect and challenge can be a good way to disrupt any potential risks. If a person knows they have been detected this can often be a deterrent. At Moor first we have a culture of challenging strangers.

Suspicious behaviour: Someone who is a threat cannot be identified from their appearance, age, ethnicity, gender or clothing, but you can identify suspicious behaviour.

What could be seen as suspicious?

- A person taking photographs outside (or inside) your premises (are they taking a selfie or a photograph of something else?).
- A person loitering or walking up and down in restricted or non-public areas or outside your boundary/gates.
- A person paying significant interest to entrances, exits. Repeated visits to your site.
- Someone asking unusual questions.
- Someone concealing their face, avoiding eye contact or in disguise or walking away when challenged.

It is not just people on foot; vehicles are often used in reconnaissance. We are aware of vehicles parked out of place or left abandoned, or a vehicle making repeated visits.

Challenging and reporting suspicious behaviour

Staff at Moor First will approach a person that has been acting in a suspicious manner and challenge them about their actions. They may do this at a safe distance if necessary.
"Challenge" means to tactfully and politely greet the individual and offer your assistance. If a person is there for legitimate reasons, he or she will appreciate the attention that you show them. Someone with the intent of engaging in criminal activity does not want attention drawn to them. If you feel uncomfortable challenging a suspicious person or if your suspicions continue after making contact, you should report the situation to the police.

Reporting suspicious behaviour or items

Staff are aware of the security principles to follow and to report – "if you see something – say something".
Moor First, can act quickly if a suspicious package is detected/suspected.

DELAY – slowing down access to the premises.

Moor first school can delay any threat by clearly defined boundaries and the public knows the extent of the school grounds. One main gate/entrance is used to increase security.

Secured access points: If someone who poses a risk accesses the premises, then locked doors, secured gates and other physical barriers will act as a delay until the alarm can be raised.

6: Invaccuation procedure /Lockdown Procedure

The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.

1. Remain calm
2. Move slowly
3. Obey instructions
4. Do not provoke an incident

If there are children outside on the yard:
The headteacher, or designated person, will ring the invaccuation alarm and ensure that the children enter the school as calmly as possible and return to their designated room. If children are at a distance on the field, a whistle will be blown three times. Sapphire/ Amethyst into Amethyst class and Garnet/Emerald into the Rainforest room. Teachers and staff should return to their relevant area. If any of these areas are blocked, head towards another safe room and block access if required.

The office staff will contact the police on 999 if necessary.

If the children are in the building:
- The headteacher, or designated person, will ring the invaccuation alarm and then will deliver quietly and calmy deliver a code to the staff to inform them of whether this is a full or partial lockdown.
- If a partial lockdown, windows and doors will be shut/locked
- If a full lockdown, staff will ensure that the children calmly return to their designated room – taking inhalers with them if possible.
- Depending on the circumstances, staff should ensure pupils remain in the classroom with locked doors and windows.
- Staff should close any blinds, move all the children to their designated area and sit down quietly. Staff should try to keep the children calm and quiet.

- Staff should account for all children immediately and inform the office of anyone missing. This can be done via walkie talkie to the office and the headteacher so that staff do not need to wander around school.
- School should stay in contact with Emergency Services at all times and follow their instructions.
- Throughout the procedure, the headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using phones.
- Pupils and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the headteacher has given an announcement to declare the risk has gone.
- If necessary pupils may need to be evacuated, in a quiet and orderly manner, away from the situation into a safer area defined by staff or police. If it is found to be necessary to evacuate the building, the fire alarm will be sounded.
- Pupils may be asked to hide or disperse if this will improve their safety.
- When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- Following an occurrence necessitating the invacuation procedure, the following actions will be taken:
  1) A follow up talk with staff members and pupils will be delivered by the headteacher
  2) Support will be sought where necessary, such as counsellors
  3) Parents/carers and other stakeholders will be informed via letter/text messages or learning platforms.
  4) The response to the crisis will be evaluated and procedures amended where necessary.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

1. A local risk of air pollution
2. A civil disturbance in the local community with the potential to pose a risk to the school.

The full lockdown procedure will be used in the event of, but not limited to, the following:

1. An intruder on the school site
2. A major fire in the vicinity of the school

3. The close proximity of a dangerous dog, or other animal, roaming loose.

- If necessary, parents/carers should be notified as soon as practicable to do so via the Teacher2Parents messaging service that there is a lockdown situation, they should be given enough information about what will happen so that they are reassured that everything possible is being done to ensure their child's safety:
- parents should not contact the school as this will tie up the phone lines;
- Parents should not attend school as this could interfere with the emergency services access to school and they may put themselves in danger; they should wait for the school to contact them about when it is safe to collect their children.
- Pupils will not be released to parents during a lockdown.
- A lockdown drill should be undertaken at least annually.

7: Evacuation procedure for Fire – Also refer to fire policy and emergency plan

- Each school will carry out evacuation drills at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- In an emergency situation, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.
- All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- New staff members are advised of evacuation procedures as part of their induction training.
- The designated fire warden for the school is the premises / head teacher.
- Each school with in the trust has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- The headteacher will ensure that all staff members are aware of the designated evacuation points.
- The designated evacuation points for the different year groups are always the nearest door to the outside.
- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- Staff members will direct pupils to the nearest or safest exit.
- It is staff members' responsibility to ensure that exits are never obstructed or blocked.

- Staff members will ensure that there are no pupils left in the toilets, corridors or school hall, etc.
- Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).
- When pupils are lined up in their year groups at their designated evacuation points a register and headcount will be taken.
- Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- Missing personnel and pupils will be immediately searched for if it is safe to do so.
- Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the headteacher or emergency services.
- The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- An emergency evacuation pack is kept in the school offices, which contains each child's emergency contact details, a first aid kit, a mobile phone and a walkie talkie. This is kept at the school office.
- If required, parents/carers will be contacted in order to collect their children. This will be done using the school's text messaging.
- All evacuations will be recorded using the Evacuation Record Log or equivalent form.

8: Personal Emergency Evacuation Plan (PEEP)

- Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.
- The purpose of a PEEP is to enable the trust to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.
- These plans ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.
- A PEEP will identify the following:

    1. Any specific needs of the individual
    2. Responsibilities of staff members
    3. Specific evacuation routes, where applicable
    4. Refuge areas
    5. Any specific evacuation procedure requirements

- Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.
- A PEEP will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.
- When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, a PEEP will be reviewed and amended to reflect these changes.
- The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

9: Bomb threats

Suspicious packages

It is important to remember that an abandoned package is not the same as a suspicious package. Good housekeeping and storage can ensure that suspect packages are identified quickly as building occupants can decide whether a package is out of place or unusual e.g. an abandoned bag or rucksack may be a usual site at school, but a briefcase may be out of place.

When a suspect package is seen - apply the HOT principles; is the package:

1. Hidden – has an attempt been made to hide the item?
2. Obvious – is the item obviously suspicious from appearance, smell or marking?
3. Typical – is the item typical of what might be expected in the area?

If a package is suspicious then occupants should raise the alarm, including contacting the emergency services, and start to move people away from the package. This should be done in a controlled, planned manner.

Creating a cordon

Where a suspicious package is located and an evacuation is conducted a cordon should be put in place around the package to ensure those in the vicinity can be kept safe. Those who cannot move away far enough should position themselves behind solid objects such as walls/columns and keep away from glass and potential flying objects.

As a general rule cordon distances are as follows:

- Suspect package in rucksack = 100 metres
- Suspicious car = 200 metres
- Suspicious lorry = 400 metres

- In the event of each school or a nearby area receiving a bomb threat, the headteacher will decide which procedure to use by taking into consideration which poses the least risk.
- The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- The emergency services will still be contacted if the threat is believed to be a hoax.

Appendix A – Invacuation Record Log

Date and time of evacuation	Reason for evacuation	Confirmation of taking registers	Time it took to evacuate	Problems which delayed the evacuation	Further actions to improve the procedure	Any other relevant information

Appendix B

Moor First Security Policy 2022 Mrs V Atherton

Run Hide Tell is the UK Governments response and advice to people caught up in a terrorist attack/threat. The four minute film, Stay Safe: Firearms and Weapons Attack sets out three key steps for keeping safe. The film is accompanied by an online information leaflet.

RUN

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 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 is safe to do so…

TELL

Tell the police by calling 999.

RUN HIDE TELL message public information film:
https://www.gov.uk/government/publications/stay-safe-film