



St Andrew's CE Primary and Nursery School

Three Whistles

If a danger becomes apparent within school or school grounds the following procedures should be followed-

Outside Alert

If the children are outside, the adult spotting the threat (which could range from the presence of a dog to a swarm of bees, toxic fumes or a threatening adult) is responsible for giving three blasts of the whistle to alert staff and pupils to the danger.

Sequence of action on hearing three whistles:

- Two children should be sent to the office to inform Office Staff using the phrase "**Three Whistles**"
- **Three short blasts** of the bell should be applied to warn classes inside the building
- A member of staff receiving the Three Whistles alert should immediately inform the other outside play areas and telephone the nursery and kitchen
- Should the Three Whistles alarm come from the nursery (by telephone) an informed member of staff should follow the same procedure
- Teachers should make their way back to their classrooms and support staff should check security measures (doors and windows)
- Meanwhile, all children outside must quickly enter the school building. They must not line up first and they must not make detours to collect belongings. Children on the KS2 yards should use the closest entrance. They should go directly to their classrooms (sensibly and quietly)
- The last adult entering by each route must ensure that doors are locked behind them. All windows should be secured as soon as possible after the alarm and shutters closed once all children are inside and **registered**

Internal Alert

- The adult who identifies a danger or risk should immediately give **three short blasts of the bell** (Head Teacher's Office) to warn classes and adults in school of the alert. One adult will ensure **all** yards have reacted to the alarm. All doors, windows, shutters and blinds should be secured immediately

Internal and External Procedures

- The person who has sounded the Three Whistles should inform senior staff of the reason and ideally it should be this person who contacts the emergency services (The school postcode is written on the telephone – the emergency services will require this to locate the school)
- If, after a thorough check, a child is confirmed missing (therefore still outside and in danger), it is the responsibility of the most senior member of staff to make the decision to undertake an external search
- If the threat is such that the children are still vulnerable if they are visible from the outside (e.g. firearm attack) or there is danger of serious structural damage to the school building, the children should be instructed to hide quietly under their tables and/or move away from the windows
- In the event of defences being breached (e.g. windows smashed and entry gained by hostile person), classes should stay where they are, if possible, and await emergency aid. If remaining in class is impossible (e.g. gas has already infiltrated the classroom through an open window), an alternative course of action should be taken (as deemed appropriate at the time of the alarm) by the class teacher/adult in charge.