

POLICY: LOCKDOWN POLICY

PERSON RESPONSIBLE: B Manek

MONITORING: I Brierly

DATE: September 2018

REVIEW DATE: September 2019

Adopted by governors on 27th June 2018

Rationale

As part of the Health and Safety policies and procedures the school has a Lock Down/invacuation Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that anyone on the school site is safe in situations where there is a hazard in the school grounds or outside the schools in the near vicinity.

A lockdown is implemented when there is serious security risk to the premises, due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

This policy applies to employees, volunteers, parents, carers, students and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go into lockdown.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

WORKING PRACTICE: LOCKDOWN POLICY

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Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place on hearing a continuous burst of the school bell for a period of 30 seconds. This is a different bell to that of the fire bell or lesson change bell which is a continuous alarm. Students will be notified of its sound twice per academic year as a reminder.

- **Headteacher/Authorised persons' role:**

If recognising the situation calls for lockdown, the Head teacher or authorised person will liaise with reception, the receptionist will sound the alarm as detailed above for approximately 30 seconds.

The Business Manager in conjunction with the receptionist ringing the bell will dial 999 to report the concerns, the director on call (number on business continuity plan) and Chair of Governors.

Director on call (07623 910065) and Chair of Governors – contact details on Business Continuity Plan

- The Headteacher or authorised persons then assumes a lockdown position themselves in one of the offices near reception to assist in co-ordination of the lock down procedure, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Headteacher or authorised persons when the threat has been averted. When this occurs, the “all clear” is to be sounded.
- The all clear sound is the same as the alert – continuous burst of approximately 30 seconds.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms, put something behind door and crouch out of sight. Staff to check the corridors or immediate space outside their room for any student or staff member to ensure they too are in the classroom. Students and adults, who are outside but near buildings, are to move into the nearest classroom/ Office/ Farm.
- Staff, who are not teaching at the start of a lockdown, should lock the room they are in or if in the grounds, go to the nearest classroom/room. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a “Visitors Pass”. If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down, and join whoever is in that room.
- In the event that students are in tutor room at the time of the lockdown then the year leader supported by designated member of senior leader, will lock the tutor rooms.

- Close the curtains or blinds in the room if they are available. Position students on the floor against the wall adjacent or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until the “all clear” is announced.
- After the “all clear” is sounded, the Headteacher can authorise the contacting of parents, if appropriate via text message.

NO ONE SHOULD MOVE AROUND THE SCHOOL

- Staff to support students in keeping calm and quiet.
- Staff to remain in lockdown positions until they hear the ‘all clear’ alert.
- As soon as possible after the lockdown teachers should return to their base classrooms and conduct a roll call and notify the office immediately of any students not accounted for.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary. The director on call and Chair of Governors are called if required.
2. Site team to close external doors immediately and PE staff to check that the sports hall doors are closed if teachers are not using the space
3. Individual teachers//TAs/Support staff lock/close classroom door(s) and windows.
4. Nearest adult to check exit doors as detailed below. If staff pass an open door in their faculty, they must lock the door.
5. Year leaders to lock rooms i.e. lockdown occurs during tutor time

External doors procedure:

- Main entrance: Front doors have to be locked.
- D & T rooms: - Staff to ensure all external doors are shut.
- Site Team and Business Manager to lock external doors.
- Dining Hall doors: Kitchen staff to lock dining hall external doors.
- Staff in M19/20 to lock the middle doors leading to the external doors.
- Sixth Form Administrator to lock the external door to the decking area.

Communication with parents:

- If necessary parents will be notified as soon as it is practical to do so via the schools’ established communication network – text message/ telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Students will not be released to parents during a lock down.
- Parents will be asked not to call schools as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked

up from office staff or emergency services.

- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.
- Information about the schools' lockdown procedures will be disseminated to all parents/carers via the schools' website.

Unknown persons/Intruder procedures:

- All visitors to schools must first register at reception, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.
- From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:
 - When alerted to the presence of an intruder, take another staff member with you. Where possible take someone with you who can contact the office, first call reception to inform them of what you are doing so that further assistance can be provided if necessary.
 - Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
 - If the intruder refuses to co-operate, do not escalate the situation. Leave and contact the Headteacher or authorised person to call the police.
 - If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Headteacher, call the police immediately.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and briefed to staff so that improvements can be made if required.

Review

This policy and procedures will be reviewed annually as a part of the Health & Safety policy and Business Continuity Plan.

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and well-being of the staff and students.**