



Lockdown Policy

2017-18

1. Introduction

All academies should consider the need for robust and tested **academy lockdown procedure**. 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 students in the academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the academy)
- An intruder on the academy site (with the potential to pose a risk to staff and students);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the academy;
- The close proximity of a dangerous dog roaming loose.

This policy will detail -

- How to raise the alarm in an emergency;
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc;
- Academy site plan eg the layout of buildings and their proximity to one another.

2. Procedure

- Staff will be alerted to the activation of the lockdown procedure plan through three short bursts of the school bell, this will be continuous until the lock down is secure. The school bell is audible throughout the academy;
- Students who are outside of the academy buildings will be brought inside as quickly as possible;
- Those inside the academy should remain in their classrooms;
- All external doors and, as necessary, windows will be locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lockdown mode, staff should notify the office immediately of any students not accounted for (and instigate an immediate search for any missing)

- Staff should encourage the students to keep calm;
- As appropriate, a member of Senior Staff (Headteacher or Deputy Headteacher) should establish communication with the Emergency Services as soon as possible;
- If necessary, parents should be notified as soon as it is practicable to do so via the academy's established communications system;

- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

It is of vital importance that the academy's lockdown procedures are familiar to members of the senior leadership team, academy administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the academy has a lockdown plan, and a copy should be placed on the academy's website.

It would also be good practice to:

- Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- Rehearse lockdown arrangements with all staff and students
- Display lockdown drill information in every classroom alongside information relating to fire drills

3. Lockdown Arrangements

Alert to staff: The school bell will be sounded in three short burst, continually until lockdown is secure. An email will also be sent to all staff informing them of the lockdown.

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose an **immediate** risk to staff and students in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building; Radios will be used to alert staff. The bell can also be heard outside the academy.
- All students return to form room if during break or lunchtime, if during lesson time then stay in existing lesson
- External doors will be immediately locked. Classroom doors locked (where a member of staff with key is present); SLT will lock all hubs from the main corridors and then will retreat to locked offices themselves. MZ – 2nd floor, GC- 1st floor, BF ground floor.
- HR will retreat into EACT Finance office, Safeguarding and Welfare team, premises and IT staff are to remain in their offices and reception and reprographics team are to move immediately into the main front office. All offices must be locked from within.
- Windows must be locked, blinds drawn, students sit quietly out of sight

- Register taken – ideally via SIMS so attendance team can check if they have access to ICT. If not staff member in charge of the class/group should take a paper register and if any students are missing this needs to be communicated via discreet communication channel.
- Staff and students remain in lock down until it has been lifted by the Headteacher or SLT member/emergency services. At any point during the lockdown, the fire alarm may sound, if this happens it will be followed by a radio call to confirm legitimacy and confirm its cue to evacuate the building.
- All staff and students remain in building and external doors and windows locked;

All situations are different. Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the academy's Health & Safety provider/emergency services. This can then be communicated to staff and students.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet;
- Through radios amongst SLT and Directors who have radio provision in their hubs

Communication between parents and the academy

Academy lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the academy website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen 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 them to come and collect their children, and where this will be from.

Communication with parents should 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 the academy is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.

4. Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Head teacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Further Information/Contacts

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