



LOCK DOWN POLICY

August 2020

**Responsible Officers: Zoe House Headteacher
Sarah Hadwin Assistant Head/DSL**

Amended	April 2018
Updated	August 2020
Review	June 2021

LOCK DOWN PROCEDURE (Revised August 2020)

It is advisable that all schools should have effective lockdown procedures and that they are regularly tested. On discovery, a member of SLT or a member of associate staff will initially sound the alarm. They will also notify key staff who will sound the alarm immediately (within key designated areas). A member of SLT will contact the Behaviour Support Centre, Lees Brook Hall, Construction Barn, Post 16 Centre, Sports Centre and state, **This is (give full name). LOCK DOWN immediately**'. The sound will be a continuous bell ringing for one minute in the main school as well as a siren in all areas of the school, both in and out.

Why create a 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 school. 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 school).
- An intruder on the school 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) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

Full Lockdown Alert to staff:

'Full lockdown' (as above)

This signifies an immediate threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty. Immediate action is needed.

- All students/staff stay in their classroom or move to the nearest classroom. Anyone not in a classroom, office or corridor to enter the nearest classroom/office.
- Fire doors with access to classrooms must remain closed.
- All staff to check corridor before locking door to classroom/office in order to gather up any lone students/staff.
- Anyone in the toilet to go to furthest toilet from the entrance, lock toilet door, climb on the toilet seat and wait further instructions.
- Office staff should remain in their office. Associate staff within the main Admin area to relocate to either the Conference room or Head Teacher's office. Lock room as well as corridor outside Head Teacher's office. Receptionist to close clear glass window and

then to vacate Reception area (ensuring any visitors waiting accompany him/her), lock door and make way to other Associate staff.

- **PE Classes:**
 - If teaching on the Astro Turf, go to the nearest changing room and lock the door.
 - If teaching on the field behind school, go to the far gate and stay with member of staff.
 - If teaching on top field (near car park), go to external gym door, or building near the main gates, if closer.
 - If teaching on tennis courts, make way to boys' changing rooms in Sports Centre.
 - If teaching on MUGA, make way to girls' changing rooms in Sports Centre.
- Classroom doors locked.
 - Medical Room to remain and lock down.
 - Those teaching in the Main hall to make their way to the Drama Studio via the side door of stage (hidden by curtains).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Students/staff sit quietly out of sight and where possible, in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smartboards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all students/staff in each classroom/office.
- Under no circumstances, open door after LOCK DOWN to SLT.
- Staff should await further instructions. Staff and pupils remain in lock down until it has been lifted.

Break/Lunchtime:

- Students to go to the nearest available room if they are in any of the buildings.
- If staff are in their areas, then they should return to their teaching room if it is near to supervise students. If you are a distance from your teaching room, please enter the nearest room that is able to be locked down.
- Kitchen staff are to remain in the kitchens and close the shutters.
- If students are on the field, then they are to assemble near the gate by the far field.

- Students who are outside but near to an entrance to a building, enter and go to the nearest classroom available.
- Students in the Courtyard area should make their way to the nearest classroom.
- Mid-day staff will follow staff on duty and hide (either locked classroom or under desks in food area if unable to move safely).

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.

Due to the fast moving nature of incidents that require lockdown, it is important that all staff are able to act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff.

Procedure to follow:

- Turn off lights.
- Lock door **or** push something against the door to secure (do not do both). Close windows/blinds.
- Students to be asked to get out of sight and away from doors and windows in the least visible and most secure area of the room.
- Wheelchair users or others with physical disabilities should be assisted to a safe place.
- Teachers to maintain a calm atmosphere and keep alert to emotional needs of students.
- Try to keep students silent.
- Students are not allowed to use their mobile phones.
- Teachers to remain with class at all times.
- No room to be unlocked until the all clear signal is given, (see below for signal).
- Do not open the door to any identified or unidentified persons.
- SLT to be alerted via WhatsApp (group message) as to further instructions.
- **ALL CLEAR SIGNAL - The sound will be a continuous bell ringing for one minute in the main school as well as a siren. This is the same as the sound to initiate LOCK Down.**

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practical and safe to do so. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents will be given enough information about what will happen so that they:

- Are reassured that the school 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 school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support providers' access to the school and may even put themselves and/or others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.
- Should parents present at the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

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 school 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 Headteacher with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency.

If you are with children it is important to:

- remain calm
- reassure them
- remind them to follow your instructions.

ADDENDUM TO LOCKDOWN POLICY

The following precautions and/or temporary changes to the lockdown procedure.

Class teacher must ensure students are informed of these changes at the start of each lesson.

Date Addendum takes effect: 1st September 2020

Wherever possible, staff and students should maintain social distancing but safety is paramount during a Lock Down. Students may need to enter another year group's zone.

- PE Changing rooms will not be in use during this time. If on the field/MUGA/ Astro, students must be directed to the nearest room either in the main school or Post 16 Centre.
- Students will remain in classrooms at break time, usual classroom lockdown procedures will apply.
- Lunch times will be staggered, those students eating in the dining area must go into the main hall. Windows, doors to be locked, curtains closed and lights out.
- If it is necessary to leave the building, staff and students must leave by the nearest available exit.
- If someone displays Covid 19 symptoms during a Lock Down, the staff member must attempt to keep the individual away from others, as much as possible
- If visitors are on site, they need to stay with the member of staff they are visiting.

SLT/Head of Year allocated to a specific zone will take responsibility during the lockdown for their zone.

Signed S Hadwin

Date 1st September 2020

Print Name Sarah Hadwin

