



## Lock Down Policy and Procedures

### Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown 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 pupils, staff and visitors are safe in situation where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage. Note: in the event of a bomb warning, standard evacuation procedures will be followed.

The aim of the procedures is to get all students and adults on site to a place of safety as quickly as possible until emergency services arrive. The procedures cannot cover every eventuality. **It is therefore paramount that adults have the responsibility to behave autonomously if needed and use their judgement when deciding on the best course of action if following procedures would increase the risk of harm at that point** e.g. moving to a safer room if the one they/the students are in does not prove to be secure enough.

## **Notification of Lockdown**

Staff will be notified lock down procedures are to immediately take place on hearing 10 repeated bursts of the school alarm system and the instruction 'ATTENTION LOCK DOWN'. In the event of an electrical failure the instruction 'ATTENTION LOCK DOWN' will only be used.

## **Procedures**

1. At times outside of lesson periods, these signals will activate a process of students being ushered into the school building as quickly as possible to the nearest safe room. If students are in lessons they will remain in their room. PE classes will be escorted to the nearest changing rooms, gym or Sports Hall.
2. If the school has to enter Lock Down at the start/end of the day as students are arriving/leaving, students/staff will be directed to leave the area as quickly as possible via the safest available route or if they are on site be directed to the nearest available safe area as above by the staff on duty.
3. The students and adults remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible. Students should be positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Students must turn off their phones and not make calls to friends and relatives. This may alert an intruder to their location and/or jam calls to the emergency services.
4. Staff who are not teaching, support staff and visitors should remain in their rooms/offices, ensure the windows and doors are closed/locked and screened where possible. They should position themselves away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
5. Students and adults not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when alarm sounds.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

**Communication between SLT and site staff will be by 2 way radio and kept as minimal as possible.**

6. Adults to support children in keeping calm and quiet.
7. Adults to remain in Lock Down positions until informed by key staff e.g. Emergency Services, Senior Management Team, Chair of Governors or Office or site Staff in person that there is an all clear. If in doubt about the authenticity of the adult, remain in Lockdown.
8. In the event of the Fire Alarm activating staff and students must remain in their rooms unless told to evacuate by SLT/Office, site staff/Emergency Services or they need to exercise their initiative as they believe they are at risk from a fire or other significant hazard.
9. **Once the Lock Down mode is lifted the staff in each room must take a paper register (A4 paper is fine) of all the students and adults present and send this immediately to the office. All staff/adults/students who were in rooms on their own must report in person to the office so that all students and adults can be accounted for. Adults who have left the site should contact the main office to report their status and that of any students who left the site with them.**
10. If someone is taken hostage the school will go into Lock Down and await instructions from the emergency services which may include should actions to evacuate the site.

## **Staff Roles:**

1. Front office staff ensure that their office(s) are locked and police called if necessary. Alert the Youth Club offices by telephone.
2. Individual teachers/HLTAs/TAs lock/close classroom door(s) and windows and supervise any students present so that they remain silent and calm.
3. HIASS Art Centre site: If the office adjacent to the Sports Hall is being used, an adult must report in person, who is present and who is not accounted for to the school office.
4. IT technician/Site staff to secure CCTV footage from main school office once Lock Down has been lifted.

## **Communication with parents**

- If necessary parents will be notified as soon as it is practical to do so via the school's website and email by the HT/DHT.
- The intent is to return to normal school operation and lessons as quickly as possible after Lock Down. Students will be allowed the opportunity at that point to make contact with their parents/carers using their own phones or school phone if required.
- 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.
- Pupils will not be released to parents during a Lock Down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the Lock Down, parents will be notified via the school website and email, and will receive information about the time and place pupils 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 Lock Down and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

## **Lock Down 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 debriefed to staff so improvements can be made.

**Review:** This policy and procedures will be reviewed annually as a part of Serious Incidents Policy and H&S procedures.

April 18<sup>th</sup> 2016

Mrs J Pitman.....Headteacher

Mrs D Bushrod..... Chair of Governors