



LOCKDOWN POLICY AND PROCEDURES

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Lockdown procedures are a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and students in the school. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all students and staff. Lockdown procedures, whereby all members of the school community are required to stay inside the school's buildings, can 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)
- A warning being received regarding an environmental risk e.g. smoke or gas clouds (with the potential to pose a health risk to staff and students)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- The Police have informed us we should use our lockdown procedure.

A Lockdown procedure will be signalled by a series of **short rings** of the school bell system, over a **sustained period of 1-2 minutes**. It will be followed by an **information email** message to all staff, informing them of the situation and actions required. **All staff must monitor their emails and follow the instructions given for the specific incident.**

In the event of a lockdown:

- All outside activity to cease immediately, and students and staff return to the building, via the nearest door.
- Students participating in sport, should be escorted by their teaching staff to the changing rooms.
- Students in the Food Room will move to the Dance Studio.
- Students in classrooms must remain in the classroom with their teacher/teaching assistants.
- **Mobile phones must stay off and away in bags.**
- Support staff must remain in their office bases.
- Reception staff, should lock the front doors to the school and move to the Reprographics Room, locking the door and closing the blind to the window. The 'Student Cordless' must be used – Ext 223. They should monitor the CCTV and site security and relay information by text or email to the SLT. It is advised that they move to the floor, if possible.
- If the alarm sounds during unstructured time (before tutor time, break and lunchtime), students and staff must move to tutor room bases; tutors must email admin if any students are not present.
- All staff and students remain in the building.
- **External doors are closed, classroom doors are locked. Windows are closed and locked (where possible), blinds drawn (where available), students sit quietly out of sight, as far as is possible, on the floor. Air conditioning should be switched off.**
- If at any point during the Lockdown, the fire alarm sounds, we DO NOT evacuate the building unless this is accompanied by an email message or there is a clear and apparent threat due to a fire.
- 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 communications.
- Staff should encourage the students to keep calm and sit silently as they carry out the Lockdown procedures as above.

All situations are different; once all staff and students are safely inside, senior staff will conduct **an ongoing and dynamic risk assessment**, taking into account any advice from emergency services etc. **They will**

communicate to all staff via the email system; this can be accessed on a PC or on a mobile phone (set to silent). It is vital that staff read this email communication.

An **all clear**, to inform you that the Lockdown is over, will be communicated by 3 rings on the bell and an accompanying email.

Lockdown Activation

- The Headteacher will take control of the response (Lockdown Manager); other members of the Critical Incident Management Team will take control, in the absence of the Headteacher.
- As appropriate, and in line with the Critical Incident Policy and Management Plan, the school should establish communication with the Emergency Services as soon as possible, by dialling 999.
- During a Lockdown, and if safe to do so, members of the Senior Leadership Team will sweep the school (3 areas) ensuring all windows and doors in corridors and classrooms are closed
 - 3 areas; 1) E, D, C blocks
 - 2) Main corridor (staff room; C0-C3)
 PE – changing rooms and Sports Hall
 Curriculum Centre
 - 3) A and B blocks
- Dependent on the situation, and where safe to do so, the Site Team may be instructed to lock all external doors to the school building and all gates to the school site, before locking themselves in the nearest safe location.
- Parents/carers should be notified as soon as it is practicable to do so via the school's website and via a SIMS InTouch message.
- Students will not be released to parents/carers during a Lockdown.

Communication between parents/carers and the school

School Lockdown procedures, especially arrangements for communicating with parents and carers, will be shared with parents/carers via the school website. In the event of an actual Lockdown, any incident or developments are communicated to parents and carers as soon as is practicable, in line with the Critical Incident Policy and Management Plan. It is obvious that parents and carers will be concerned, but regular communication of accurate information will help.

Parents and carers should 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 their safety.
- Do not need to contact the school; calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school; they could interfere with emergency provider's access to the school and may even put themselves and 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.

Emergency Services/Critical Incident

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 procedures of the school's Critical Incident Policy and Management Plan should be referred to and the need to introduce these procedures in certain circumstances.