



Lockdown Policy

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office@tssmat.staffs.sch.uk or 01543 472245

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Lockdown Policy

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1. Introduction and context

This policy is intended to ensure that pupils and staff are safe in situations where there is an incident or situation in Trust grounds or outside Trust schools that requires pupils and staff to be locked within buildings for their own safety. This policy must be adapted to the local Trust sites and it is expected that a 'lock down' drill will be carried out and recorded termly.

2. Scope

This policy applies to employees, volunteers, parents/carers, pupils, and people visiting the school site. It covers the procedures and personnel responsible when a Trust school is required to go into lockdown.

3. Guidelines

3.1 Lockdown Guidelines

The Trust Lockdown Policy applies when pupils and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the school site with the potential to harm pupils, staff and visitors.
- Bomb threat.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for emergency services or restricted access for pupils.

Copies of this policy will be disseminated by email to all staff and a copy can be found on the Trust SharePoint site.

3.2 Testing of the policy

The school Designated Safeguarding Lead (DSL) or Designated Deputy Safeguarding Lead (DDSL), will schedule at least one practice lock-down drill per term, and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. The DSL/DDSL will remind pupils of the lock-down procedure during assembly each term.

3.3 Communicating with the MAT Office, the Media and External Stakeholders

As soon as a lock down is declared the DSL/DDSL should report this directly to the Chief Executive Officer (CEO), the Director of Business Operations and the Chair of Directors.

Any media interest should be logged and reported to the Trust Director of Business Operations or emailed to ceo@tssmat.staffs.sch.uk. The Trust office will lead on any media handling, to enable the school to stay focused on supporting pupils and staff on the ground.

4. Lockdown Procedure

In the event of an emergency, the CEO, or in their absence the DSL/DDSL or member of Senior Leadership Team (SLT) will make the decision, in consultation with the police when deemed necessary, with regard to whether the school needs to be partially or fully locked down.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, the local authority are immediately informed of the situation.

5. Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown (for example when an intruder is within the school grounds).

5.1 Alert

Alert to staff: "Full Lockdown". Continuous bull horn for 20 seconds.

5.2 Immediate action

- If "Full Lockdown" is initiated during break/lunchtime, all pupils and staff to report to the nearest room.
- If "Full Lockdown" is initiated during lesson time, all pupils to remain in designated classrooms. Outdoor classes to report to designated free rooms (i.e. hall, library).

- External doors locked.
- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn.
- Pupils sit quietly out of sight (e.g. under desk) if necessary.
- Register taken - the administrative office will contact each class in turn for an attendance report, if this is possible and safe.

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

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the fire alarm being activated.

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

5.3 Communication channels

Examples of discreet communication channels might be:

- Where staff have access to an internal email 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 e.g. laptop, smartphone or tablet.

6. Full Lockdown Procedure

Lockdown Procedure Management and Control	
Nominated person	Responsibility
CEO or Headteacher	Initial contact with the emergency services
CEO or Headteacher to liaise with school secretary regarding sending a communication to parents & staff family members	Liaison with parents and staff family members

Teacher (on a rotating basis)	Pupil control
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Signals	
Signal for lockdown	Continuous bull horn for 20 seconds
Signal for all-clear	3 continuous blasts on Bull horn

Lockdown	
Specified assembly room	Pupils to return to nearest indoor space available
Entrance points	Various rooms around the school
Communication arrangements	Mobile phones (all SLT members) Bull Horn School bell Fire Alarm Phones Email
Notes	

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1.	Ensure all pupils are inside the specified assembly room or closest safe space.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room. <ul style="list-style-type: none"> ▪ External doors ▪ Fire Doors ▪ Internal doors ▪ All windows ▪ Air vents (in the case of fire or air pollution) 	<input type="checkbox"/>		

3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safe space.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: Block access points. Sit on the floor, under tables or against the wall. Keep out of sight and draw curtains to avoid detection. Turn off lights. Stay away from windows and doors. Pupils to turn off all electronic devices.	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
6.	Ensure that pupils who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils remain outside direct them to hide behind a safe spot out of view.	<input type="checkbox"/>		
7.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
8.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
9.	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.	<input type="checkbox"/>		

7. 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 dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the CEO/Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

8. Communication With Parents and Carers

School lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

9.1 Information to share with parents and carers

Parents and carers should be given enough information about what will happen so that they:

- are reassured that the Trust understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the school or Trust as calling could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the Trust 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 ***"...X" School is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors will be locked and nobody will be allowed in or out..."***

For a template letter to parents, guardians and carers regarding bomb hoaxes please see Appendix 1.

10. Lockdown Plan

Person(s) with authority to manage the lockdown	
Mr Paul Lovern	CEO
Miss Nicola Jarrett Miss Rachel Mills Mr Jon Wynn	Headteacher
Mrs Alison Hodgson	Business Director
<p>Typical circumstances where lockdown will be applied</p> <ul style="list-style-type: none"> ▪ A reported incident or civil disturbance in the local community which potentially poses a risk to the school community. ▪ A dangerous individual in the locality. ▪ An intruder on the school site with the potential to pose a risk to pupils, staff and visitors. ▪ A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud). ▪ A major fire in the vicinity of the school. ▪ The close proximity of a dangerous dog roaming loose. ▪ Serious accident on-site requiring good access for emergency services. 	
<p>How the administrative office will be contacted if they see or hear something suspicious.</p> <p>Should Lockdown be initiated, administrative staff will keep phone lines clear and emails open to receive communications both internally and externally.</p>	
<p>Arrangements for how the lockdown signal will be given.</p> <p>The Trust does not have the capacity to notify colleagues of a Lockdown using technology (i.e. alert to computer screens) therefore the system of communication will be through the use of the bull horn, and key staff will maintain contact using mobile phones or email where possible.</p> <p>Lockdown – Continuous bull horn for 20 seconds</p> <p>All Clear – School bell</p>	

Evacuation – Fire alarm activated

Guidance on where people go if they are outside or away from the classroom.

Advised to proceed to the nearest indoor space unless this endangers them or others. If pupils remain outside, they are directed to hide behind a safe spot out of view.

Details of how a roll call will be undertaken.

Registers will be taken in a class format. All staff members who have pupils outside of a class must notify the Headteacher

Following a Full Lockdown, the school will signal the Fire Alarm to initiate whole school evacuation to roll call all staff, pupils and visitors.

How the plan will be shared, tested and reviewed.

The plan will be circulated via email, and Staff Briefings.

The plan will be tested termly and reviewed at SLT meetings thereafter.

Training requirements for staff and pupils.

Pupils will be notified of Lockdown arrangements during assembly, once per term. Parents will be notified of lockdown arrangements prior to this assembly.

Staff will receive training during the annual Inset week.

Debriefing arrangements following a lockdown.

Debriefing will take place at the next SLT meeting. Feedback from staff and pupils will be gathered to inform future drills.

11. Lockdown Situations when Away From the School

The Trust will also plan for what would happen if a lockdown situation should arise when a group is away from the school, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip.

Appropriate guidance will be given to pupils prior to the trip, and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Pupils will be asked to disperse or hide if this will aid their safety.