



Lockdown Policy

2023-24

Nominated lead member of staff
Status & review cycle Statutory –
Last review date
Next review date

Simon Cruxton
Annually
January 2024
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LOCKDOWN POLICY AND PROCEDURES

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 pupils in the school. Procedures should aim to ensure the safety of all pupils and staff whilst minimising disruption to the learning environment. 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 pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- The close proximity of a dangerous animal roaming loose.

TRAINING

1. A policy refresher will take place at the start of the year for all staff, including support and canteen staff, followed by a briefing for pupils, during which the alarm will be sounded so all become familiar with the tone.
2. Within the first few weeks of Autumn term a practice drill will take place. SLT will roam the school site to review practice and adjust policy and practice accordingly
3. After the drill the 'all clear' will be made on Teams and staff and pupils will muster as per a fire drill.

4. A second practice will take place approximately half way through the academic year.
5. The policy will be reviewed every two years by SLT and submitted to the Governor Estates Committee

QUICK GUIDANCE: CLOSE

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure – be aware you may be in lockdown for some time

Note: all staff MUST have TEAMS – LOCKDOWN installed on their mobile device (ready to access in the event of a lockdown)

INITIATING LOCKDOWN

It is the responsibility of all staff to be alert to any of the above threats.

- The alarm button is situated in Reception. It is RED and is underneath the reception desk
- Alarm will sound for approximately 1 minute; ceasing does not imply end of lockdown – wait for “all clear + code word” by teams.
- If the threat is immediate, any member of staff may call upon office staff to trigger the alarm e.g., if the threat approaches school from the playground, or trigger the alarm themselves if in Reception
 - Use 3CX – extension number 600
 - Use mobile phone to ring reception – number 0161 928 1856
- If the threat is not immediate, any member of staff may call upon SLT to make the decision. In this case, SLT will also notify the nature of the lockdown via notification on TEAMS.

ONCE THE ALARM IS SOUNDED

- The aim should be to minimise movement around school except to move to a safe place – away from glass windows and doors, close to brick walls.
 - There is no guidance to hide under desks
 - Pupils/staff must not go to the toilet during the lockdown – as a last resort use should be made of available things like litter bins.
- Pupils/staff who are outside the classroom should be brought in as quickly as possible
- Those inside the school should remain in their classrooms/offices or proceed to the nearest classroom or office.
 - Those in the canteen should move to the Vanstone Hall (no glass windows)
 - Those in the Gym should remain in the gym and staff should lock the doors (key for gym doors to be available during all exams)
 - Those in changing rooms should remain there.
- All external doors, internal doors and windows are to be closed (and locked where possible – if not lockable for whatever reason, barricade the door)
 - For windows that are difficult to reach or would lead to personnel being vulnerable, the main priority is to close (and lock where possible) doors.

- The exception to this is if the lockdown is because of a toxic plume.
- Blinds/curtains closed
- Staff to monitor TEAMS – LOCKDOWN
- Keep pupils calm
 - Sit silently throughout
 - Turn off lights
 - Sit near to substantial brickwork
 - All pupils' mobile phones **must be turned off** – they must not communicate to eg parents
 - Await instructions
- Pupils are not released to parents while lockdown is active
- School will contact emergency services as soon as possible
- Visitors informed of lockdown procedure via a visitor read pamphlet
- Check TEAMS for confirmation that the lockdown had ended. Pupils will then muster in normal way as per fire drill.

INFORMING PARENTS

In the event of a lockdown, 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 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 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.
- Are aware of what will happen if the lockdown continues beyond school hours.

However, it may also be prudent to reinforce the message that 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...' 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, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.