



# Lockdown Policy and Procedure

## Contents

Lockdown .....	3
Lockdown Procedure .....	4
<b>Lockdown checklist.....</b>	<b>5</b>

# Lockdown

The purpose of a lockdown is to prevent an intruder from causing harm to pupils and staff. Entrances to the school must be secured at all times, in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

In putting together the lockdown procedure, senior staff have identified those rooms most suitable for lockdown (and entrances which need to be locked) on a map and ensured these rooms have an exit route in case the intruder does gain access to the premises.

The signal for a lockdown should be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making themselves more vulnerable to an intruder. Senior staff responsible for this procedure have identified a signal that works for the academy and its environment. Due to the nature of the academy curriculum, senior staff have also identified how to alert members of staff who are not on the academy site at the time of the signal.

The procedure also details what staff should do if pupils are outside when the signal for a lockdown is sounded, including taking pupils to the nearest possible building that can be secured. Pupils may also be asked to hide or disperse if this will aid their safety. It is also recommended that staff and pupils silence mobile phones and turn off the vibrate function, to prevent exposing their location to any intruder.

During a lockdown staff may find it difficult to obtain a clear overview of the situation. Senior staff have considered how communication could be maintained between employees using classroom phones or classroom computers to send messages via instant messaging or email.

The procedures below has been discussed with regards to whether it is realistic; in a lockdown scenario staff and pupils might not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic. Therefore, the procedure has been kept as simple as possible so that staff and pupils are realistically able to follow it.

It is very unlikely that the school will ever need to implement a real lockdown, but it is important to have arrangements in place to deal with such a situation.

## Lockdown Procedure

### Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Security Lead Annabel Stoddart	Determine and lead the initial response. Liaise with the police. Make fast, clear decisions to get people to safety. Help secure the building where safe to do so (e.g. lock doors and windows). Communicate with parents/carers.	Annabel Stoddart
Headteacher Annabel Stoddart	Help co-ordinate the response, managing and delegating actions as needed. Help secure the building where safe to do so (e.g. lock doors and windows). Follow the plan and record actions taken.	Annabel Stoddart
Assistant headteacher/office manager Caroline Perry Dan Horton	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Help secure the building where safe to do so (e.g. lock doors and windows).	07812 432479
Teachers and support staff	Bring pupils to classroom or other place of safety. Help secure the building where safe to do so (e.g. lock doors and windows). Ensure everyone stays away from sightlines (e.g. doors and windows). Take register and stay with pupils.	
Site technician. (R Overbury)	Make sure all access points are secured.	07521 051699

## Security Lockdown signals

Signal for lockdown	Message will flash on teacher pcs 'Lockdown procedure start'
Signal for all clear	Message will flash on teacher pcs 'Lockdown procedure ended'

## Security lockdown plan

Safe lockdown areas	Classrooms where lessons are taking place. Sports hall. Admin staff to move into S4 Kitchen, admin, and S4. Forest school/PE to be alerted and not to re-enter building. Evacuate to Rodbaston Hall.
Secure entrance and exit points points (e.g. doors, windows) which should be secured	Front door only opens on push button from inside. Site secured by fence and locked gates
Bring students inside	Lunch/break Loudhailer speaker to initiate lockdown procedure. All staff and students to access Attenborough building.
Steps to increase protection	Turn off lights in rooms. Lock internal doors. Pull down any blinds on ground floor. Mobile phones on silent
Communication arrangements during lockdown	Message through teacher pcs for lockdown Email to staff PE/Landbased staff must take mobile phone Dial 999 Notify parents/carers but tell not to come to school
Arrangements for pupils with additional needs	Progress Room and Pastoral Hub staff to manage any students with additional needs
Lockdown duration	School remains in lockdown until a member of SLT or security services gives all clear
Evacuation plan if needed	Evacuation communicated via class phones and email. Gather at Rodbaston Hall Contact Melvyn Amos 07557 161021
Lockdown drills	Drill once each term Parents notified in advance

## Lockdown Checklist



There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

Alarm or signal for lockdown shelter	Classroom computer
Signal for stand down / all-clear	Classroom computer

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Caroline Perry / Annabel Stoddar	07812432479
Deputies	Russ Overbury	07521051699
Communications Officer	Caroline Perry	07812432479

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown

- 1 Classrooms
- 2 Sports Hall
- 3 S4

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

- Classroom computers
- Mobile phones for staff off site
- Instant messaging / email on classroom computers

### Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	Rodbaston Hall
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Type of venue	Offices
Contact name	Melvyn Amos
Contact telephone number	07557161021
Useful info such as distance from school, directions, capacity, opening hours	

**Other useful contacts:**

Name	Emergency Contact Number

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Teachers and pupils leave S3 and move to library	
Teacher and pupils leave S2 and move into S1	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	