



Lockdown Policy

Approved by Governors:

Review Period: **1 year**

Review by: October 2025

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Equality and GDPR

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

TREA recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

TREA is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

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 in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

Lockdown arrangements have been tailored to the academy environment and scrutinised for suitability before being shared with key stakeholders. Once approved by governors the academy will practice the procedure so that all pupils and members of staff are aware of what to do should the procedure be required.

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

Signals	
Signal for lockdown	Through classroom phones
Signal for all-clear	Same as signal for lockdown – through classroom phone
Lockdown	
Rooms most suitable for lockdown	Classrooms where lessons are taking place Admin staff to move into main body of building Kitchen, admin, and hub staff in hub with blinds closed. Forest school/PE to be alerted and not to re-enter building. Evacuate to Rodbaston Hall.
Entrance points (e.g. doors, windows) which should be secured	Front door only opens on push button Main door leaving Sanders building – admin staff to lock on route to hub
Communication arrangements	Classroom telephones, classroom computers, PE/Landbased staff must take mobile phone
Ensure all pupils are inside the school building. Alternatively, ask pupils to disperse if this will improve their safety. Pupils outside should move to Rodbaston Hall if possible.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
Dial 999. Dial once for each emergency service that you require.	
<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ✓ Block access points (e.g. move furniture to obstruct doorways) ✓ Lock doors if possible. ✓ Sit on the floor, under tables or against a wall ✓ Keep out of sight ✓ Draw curtains / blinds ✓ Turn off lights <p>Stay away from windows and doors.</p>	
<p>Ensure that pupils, staff and visitors are aware of exit points below in case the intruder does manage to gain access.</p> <p>Attenborough block: Upstairs classrooms: Fire exit at end of the corridor Downstairs classrooms: Fire exit in labs or end of corridor</p> <p>Sanders block: Classrooms: Fire exit by changing rooms Hub/Canteen staff: Fire exit in canteen/library</p>	
If possible, check for missing / injured pupils, staff, and visitors.	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

The printable checklist on the following pages is for use and retention in the school office and other key offices in the school.



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 telephone
Signal for stand down / all-clear	Classroom telephone

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Caroline Perry	
Deputies	Russ Overbury	
Communications Officer	Sally Sheppard	

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 Hall
- 3 Sports hall
- 4 The Hub

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 telephones
- 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
Type of venue	Offices
Contact name	Chris Ashforth
Contact telephone number	
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	