



## Lockdown Policy

**Reviewed and Approved by Business and Premises Committee**

**On: 26 June 2018**

**To be Reviewed and Ratified at the Full Governing Body**

**On: 10 July 2018**

**Next review date: Spring 2021**

**Member of SLT responsible: Mrs M Lane**

## **Prevention**

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. There are 2 distinct categories of incident that will require lockdown, an ad hoc local incident (for example: a person that poses a threat, or police activity outside school) or a planned attack on the school. While the outcome of both events would require a lockdown, the process to follow will depend on the seriousness of the attack. The school has therefore introduced an amber alert and a red alert, and this policy covers both.

Those seeking to attack often undertake a level of planning including hostile reconnaissance while unpremeditated incidents rely on unauthorised access, so demonstrating a strong security presence at all times can help to deter threats before they happen. It is therefore important that all staff are encouraged to challenge unauthorised access and to be aware of and report any suspicious activity which will then be reviewed on the school CCTV.

## **Circumstances triggering a lock down**

These procedures are planned as a swift response to an immediate threat to the safety, life and wellbeing of the school community from one or more violent intruders who have accessed the school site.

By its very nature, a violent attack by intruders to the site, will be unpredictable. An intruder may attack from any point and at any time of day. The entire school community should be alert to the security of the site and procedures for maintaining security at all times. They should also be aware of the guidance on how to respond during an incident (Amber alert) and a major attack (Red alert).

## **Alerting the school**

Any member of staff who believes the school is subject to an attack should inform the **Headteacher's PA, School Business Manager or a member of SLT** straightaway, providing information about the situation.

- **Headteacher's PA or School Business Manager** will inform Headteacher / SLT immediately and a decision will be made.
- If the decision is for an amber lockdown to be invoked the school bell will be rung 5 times.
- If the decision is for a red lockdown to be invoked the school bell will be rung continuously for 2 minutes.
- **Headteacher / School Business Manager** consults emergency services if appropriate and makes a decision if lockdown is to be continued.
- Due to the unpredictability of a planned event, it may not be safe or practical to contact the Headteacher or SLT. In that scenario, any member of school staff should sound the school bell for at least 1 minute if possible or send an email to all staff to trigger lockdown.

**Staff should not trigger the school fire alarm as this will cause an evacuation.**

## **Response to a lockdown alert**

If the alert occurs during lesson time:

### **Amber Alert**

- All staff and students inside school should remain in school unless directed by senior staff to leave.
- Staff and students should follow the run, hide and tell guidance. (See Appendix A).
- Students on site outside the buildings should immediately be taken to the closest classroom / office unless advise otherwise by SLT.
- All phones should be turned off or set to silent (not vibrate). Teachers should keep laptops on but set to mute as this will be a key communication method.
- Staff should encourage students to keep calm.
- Staff should inform students to put their phones on silent (not vibrate) and to keep quiet.
- Students must not communicate on mobile devices including email / text / social media as this may confuse / misdirect emergency services etc. The adult in the area will be responsible for all communications.
- If it is necessary to evacuate the building, the fire alarm will be sounded continuously.

### **If alert is at break or lunch**

Staff should insist that students accompany them to go to nearest class rooms and offices.

### **During the Alert**

- Senior staff will conduct an on-going risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

### **Red Alert**

- All staff and students inside school should remain in school unless directed by senior staff to leave.
- Staff and students should follow the run, hide and tell guidance. (See appendix A).
- Students on site outside the buildings should immediately be taken to the closest classroom / office if it is safe to do so. Staff will need to use their judgement as it may be safer to remain outside and use alternative exits.
- Once students are off site they should go to the lockdown evacuation point, following any instructions given to them by emergency services.
- Any parents or carers should be sent to the lockdown evacuation point.

### **If alert is at break or lunch**

Where it is safe to do so, staff should insist students accompany them to seek alternative exits to the school site or go to nearest class rooms and offices.

Once the students are inside the buildings:

- Classroom doors to be secured.
- Windows locked and blinds drawn.

- Students sit quietly out of sight behind as substantial cover as is possible.
- Staff should encourage students to keep calm.
- Staff should inform students to put their phones on silent (not vibrate) and to keep quiet.
- Students must **not** communicate on mobile devices including email / text / social media as this may confuse / misdirect emergency services etc. The adult in the area will be responsible for all communications.
- If it is necessary to evacuate the building, the **fire alarm** will be sounded continuously.
- Staff should keep their laptops/phones etc. with them and these should be muted / turned to silent, as email is the preferred method of silent communication and await further instructions. Staff should avoid unnecessary calls to senior management or site staff as this could delay more important communication.
- Senior staff will conduct an on-going risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

#### **Responsibility to review document**

- The policy is reviewed tri-annually by the Business and Premises Committee and Full Governing Body.

#### **APPENDIX A**

##### **Stay Safe in a Firearms and weapons attack**

### **RUN**



**Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...**

### **HIDE**



**It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...**

### **TELL**



**Tell the police by calling 999.**