



**St Edward's
School**

Unity - Achievement - Faith

Lockdown Policy

Reviewed and Approved by Business and Premises Committee

On:

To be Reviewed and Ratified at the Full Governing Body

On: 29 April 2021

Next review date: Spring 2024

SLT are responsible for oversight of this policy's implementation

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, police activity outside school or an incident in school which requires an area to be isolated) or an attack on the school. While the outcome of both types of event would require a lockdown, the process to follow will depend on the seriousness of the attack. The school has therefore introduced an amber and a red alert; this policy covers both.

Regular practices will be carried out to ensure everyone knows what to do in a lockdown scenario.

Attack on the school

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.

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 possibly 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
- **Headteacher / School Business Manager** consults emergency services if appropriate and makes a decision if lockdown is to be continued.
- If the decision is that a lockdown is required the school bell will be rung 10 times.
- **Headteacher's PA or School Business Manager** will inform all staff whether it is a red or amber lockdown.
- 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.
- 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). All staff 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, if appropriate.
- 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.
- Students on site outside the buildings should immediately be taken to the closest classroom / office if it is safe to do so.
- Depending on advice from emergency services if applicable and it is deemed appropriate by Headteacher / SLT to leave site instructions will be sent to staff via email.
- Depending on the emergency, Staff and students may need to follow the run, hide and tell guidance. (See appendix A).
- 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 lead students to nearest class rooms and offices or if they are aware of immediate danger should insist students accompany them to seek alternative exits to the school site

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.