



## Lockdown Policy

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## Rationale for a Lockdown Procedure

The academy's lockdown procedures are a response to any incident, which has the potential to pose a threat to the safety of staff and students whilst in the academy. The lockdown procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. They may be activated in response to any number of situations, but some of the more typical might be:

- An incident and/or disturbance in the local community which has the potential to pose a risk to staff and students
- An intruder on academy grounds who poses a risk to staff and students
- A credible threat made against the academy
- Environmental issues such as poor air quality
- Issues with dangerous animals being on site

## The Basic Principles of a Lockdown

In the event of an emergency that requires all staff & students to be held within the school buildings, an **intermittent ringing bell will sound for 30 continuous seconds** throughout site.

The bell is clearly definable & is unlike the fire alarm sounders & class bells utilised throughout site. The bell is the only warning signal, which will be used in order to alert staff & students of an **imminent danger** on the premises requiring them to **remain within the school buildings.**

It is therefore essential that all staff reassure students throughout a lockdown process that **full lockdown** is to be held until confirmation is received directly from a member of the SLT or alternatively the **all clear signal** is received across the school through the sounding of the same **intermittent ringing bell** for a second time (**30 continuous seconds**).

For the purpose of the lockdown procedure, it should be assumed that an intruder is on site who is intent on causing harm. Please note this is very rare, however is deemed to be the most serious & difficult to manage situation which would require the implementation of the lockdown procedure, and as such staff & students are advised to assume that this is the threat being dealt with until advised otherwise.

It is of vital importance that the academy's lockdown procedures are familiar to members of the senior management team, professional services staff and teaching staff.

This process will be communicated and practised through staff development and drills. Lockdown procedures should be communicated to students in the academy at least once per academic year. Parents should know that the college has a lockdown plan, and a copy should be placed on the college's website.

## **Partial lockdown**

Partial lockdown is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate. This may be because of a reported incident in the local community with the potential to pose a risk to staff and students in the college. It may also be because of a warning being received regarding the risk of air pollution, etc.

A partial lockdown will be actioned by the Headteacher. Senior staff will receive communication either in person or by text message that the college is in partial lockdown.

Immediate action:

- ✦ Students go to their next lesson and outside activities cease
- ✦ All staff and students to remain in the buildings
- ✦ Senior staff monitor entrances/exits of site and increase presence in communal areas

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

## **Full Lockdown**

This signifies an immediate threat to the college and may be an escalation of a partial lockdown. A full lockdown will be indicated by an intermittent ringing bell will sound for 30 continuous seconds.

Immediate action:

- ✦ All outside activity to cease immediately, students and staff return to building. PE students go to Sports Hall. Students on break go to the nearest classroom.
- ✦ All staff and students to remain in the buildings, with doors and windows locked where possible.
- ✦ Students in communal areas such as the canteen and main hall will be taken to the canteen and supervised by a member of the senior leadership team.

Staff and students remain in lock down until it has been lifted by the Headteacher, Deputy Headteacher or Emergency Services.

During lockdown, staff will keep lines of communication open but not make unnecessary calls to the office as this could delay more important communication.

## **Lockdown Communications**

### **Communication between parents and the college**

The academy's lockdown procedures, especially arrangements for communicating with parent will be shared with parents by the academy website. In the event of an actual lockdown, the incident or development must be 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 academy understands their concern for learners' welfare, and that it is doing everything possible to ensure their safety
- ✦ Do not need to contact the academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers
- ✦ Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger.
- ✦ Wait for the end of the lockdown

When in full lockdown the academy will communicate via email and social media, 'X', of the lockdown situation. During this period the switchboard will be un-manned, external doors locked and nobody allowed in or out.

### **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 develops. The academy 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 regards to the timing of communication to parents.