

Policy Title:	CSS Lock Down Policy and Procedures
Function:	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
Status:	Approved
Audience:	Governors, Principal, Teachers, Support Staff, Students, Parents and Carers.
Ownership Implementation:	/ The Principal and the School Governing Body have overall responsibility for ensuring that this policy is implemented.
Implementation Date:	May 2019
Review period:	Triennial
Last Reviewed:	

Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. Our Lockdown procedure should be seen as a sensible and proportionate response to an external or internal incident which has the potential to threaten the safety of staff and students in the school. Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In response to a threat or under advice of the local authority, it may be necessary to seal off the school so that it is not able to be entered from the outside, or to ensure movement within the site is restricted. This is in order that pupils, staff and visitors are safe where there is a potential or known hazard in the school grounds or outside the school in the near vicinity.

These might include:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous animal roaming loose.

Notification of Lockdown

Decision to go into lock down procedure will be communicated via the radio by the message, 'Activate Lockdown'.

Staff will be notified that lock down procedures are to take place immediately by the continuous blast of a whistle(s) and the statement "LOCK DOWN" will be shouted throughout the school. There will then follow further detail via e-mail, as far as practicable and safe to do so, around what the threat posed includes (for instance, toxic smoke to ensure windows and doors are further sealed or intruders on site to ensure doors are locked).

Full Lockdown

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure - Be aware you may be in lock down for some time

1. The lockdown warning will be made (Continuous whistle). There will begin a process of students being ushered into the building as quickly as possible and the locking of the classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.

4. All visitors in reception are to make their way into the disabled toilet and lock themselves in this space

NO ONE SHOULD MOVE ABOUT THE ACADEMY

5. Staff to support students in keeping calm and quiet.

6. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team or verified emergency service staff that there is an all clear.

7. As soon as possible after the lock down teachers return to their learning family and conduct a register and notify the reception immediately of any pupils not accounted for.

Move to evacuation

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. Staff should, however, continue to be vigilant with regards original communications around why the school was entering a lockdown.

Partial Lockdown

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via radio communication)
- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. In the event of an air pollution issue, air vents can be closed (where possible).

Staff Roles

1. Office member of staff takes call. Member of SLT makes decision to move to lockdown (full/partial). Lockdown alarm activated instructions given from nearest safe location. Staff communication via e-mail and radio. Communication for lockdown to commence is 'Activate Lockdown'.
2. Upon hearing the alarm all available members of SLT to ensure the site is safe then stay in the area they are and maintain responsibility for this area of the school. If required, and safe, members of SLT will head to the main office which will act as a base for the lockdown situation.
3. Principal to assume responsibility for managing the lockdown situation. If the Principal cannot be contacted via the radio, contact must be made via a call to his office. This will include allocating specific roles and responsibilities. In their absence the Vice-Principal Pastoral will assume this responsibility.

4. Vice Principal Pastoral to assume responsibility for liaison with relevant Emergency Services. In their absence Director of Business and Operations will assume this responsibility.
5. PA to the Principal/ Office Manager to take responsibility for instigating Parental contact. In their absence, designated member of Admin team to assume this responsibility.
6. CTS staff lock the school entrances. They will then conduct a check of all external gates and lock as appropriate. Director of Business and Operations to take responsibility for liaising with CTS staff. In their absence, Office Manager to assume this responsibility.
7. Members of SLT to conduct their roles as allocated by the Principal dependent on availability.
8. Individual teachers/ TAs lock/close classroom door(s) and windows and take responsibility for students in their care.
9. Catering staff to turn off light in the kitchen and immediately go to the chef manager's office

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN UNLESS DIRECTED BY THE PRINCIPAL OR EMERGENCY SERVICES

End of Lockdown

Once the site has been confirmed secure, members of the leadership team will visit each classroom. To indicate that the site is safe, they will knock on the classroom door and use the phrase 'Site is Safe'. The member of staff in the room is to acknowledge via a thumbs up hand signal that they have received the notification.

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the schools established communication network - text & email:

Parents will be told: '...the school is in a (full/partial) lockdown situation due to (reason given). During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their students from the school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down. Parents will be asked not to call the school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their students the importance of following procedures in these very rare circumstances.

Post incident action

- Discuss and review actions taken via debrief at SLT
- Receive feedback from staff body around incident. There may be a staff meeting or assembly to debrief as necessary.
- If appropriate, contact the Local Authority who will provide details of any available support, e.g. psychology welfare & support, media & communications etc.
- Update procedure, if applicable.
- Thank people for their co-operation.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Students should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a “bomb threat” - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Lock Down Area checklist

These are the areas of the school which need to be secured. Confirm that they are secure via radio communication with members of the leadership team.

Area of School	Confirm in Lock Down	Confirm Clear after lockdown
Ground Floor G Block		
1 st Floor G Block		
2 nd Floor G Block		
Ground Floor F Block – including bolting close rear door to playground/ Kitchen		
1 st Floor F Block		
2 nd Floor F Block		
Ground Floor E Block		
First Floor E block (including corridor to ICT office)		
Sport Hall		
Sports pitch/Playground		

External Door - lockdown checklist (all external doors to be locked by Director of Business and Operations)

	Confirm Locked	Confirm Unlocked
Main entrance G Block		
Student entrance F Block		
Rear entrance F Block		
Drama entrance to E Block		
IE entrance to E block		
Rear Art entrance to E block		