



St John's Church of England Academy

LOCKDOWN POLICY

Reviewed	November 2018
Adopted	November 2018
Review due date	November 2021

Rationale

As part of our health and Safety policies and procedures, the academy has a Lock Down Policy, which may be used on very rare occasions. This should be seen as a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff, pupils and visitors in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all.

Lockdown procedures may be activated in response to any number of situations, these may be:

- A reported incident, disturbance in the local community (with the potential to pose a risk to those in the school).
- An intruder on the site (with the potential to pose a risk to those in the school).
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.
- A bomb threat, receipt of a suspicious package or terrorist incident

The school's lockdown plan is as follows:

Signals	
Signal for lockdown	Staff will be alerted to the activation of the plan through a recognisable signal 30 seconds continuous alarm .
Signal for all - clear	The repeat of the above signal or verbal communication through designated adults or a member of the emergency services.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, an annual staff meeting is dedicated to the training of all staff in the lockdown procedures. Part of this training involves the principals of 'Stay Safe' **see Appendix A**.

Procedures:

Partial Lockdown

Senior leadership team and admin staff will alert staff of a 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, pupils and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate Action:

1. Staff will be alerted by Senior leadership team or admin staff.

2. All outside activity to cease immediately, pupils and staff return to building. All staff and pupils remain in building and external doors and windows locked.
3. Movement may be permitted within the building dependent upon circumstances, but a member of staff must supervise this.
4. All situations are different, once all staff, pupils and visitors 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, pupils and visitors.
5. 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.
6. In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

All staff will be alerted to a full lockdown through a recognisable signal (30 seconds continuous ring) in the alarm system. Senior Leaders and office staff know the code to set this off on the alarm system. This signifies an immediate threat to the school and may be an escalation of a partial lockdown. This can also be done through the use of internal phones, or word of mouth if there is no access to the bell.

Immediate action:

1. The signal will activate a process of children remaining in the room they are in or returning to the classroom if they are in the toilet area. Any classes in the hall should go to the staffroom. Children in the 2 year old nursery should be escorted into 3 and 4 year old nursery.
2. If children are outside, staff will, depending on the situation move them to the nearest 'safe place' indoors or move them to 'hide/take cover' or leave the premises by the gates either in the car park or the playground. This will ultimately depend on where the threat or risk is.
3. Follow the **CLOSE** procedure:
 - Close all windows, blinds, shutters and doors
 - Lock up doors, windows
 - Out of sight and minimise movement
 - Stay silent and avoid drawing attention
 - Endure. Be aware you may be in lock down for some time
4. Staff will ensure the windows, blinds/roller shutters and doors are closed/locked. Lights and smartboards should be switched off.
5. Pupils should sit quietly out of sight positioned away from external windows and doors. Staff will encourage children to keep calm.

6. The class teacher will take a head count of the children and check attendance in class. If any child is missing this should be communicated to the HT or Admin member, **if possible**. Mobiles to be used where there is no internal line available. Avoid unnecessary calls to main office as this could delay more important communication.
7. Classroom doors may be blocked with tables/furniture.
8. Staff and pupils remain in lockdown until a senior member of staff or emergency services has lifted it.
9. At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.
10. Staff will remain with their pupils at all times and maintain, as best as they can, a calm atmosphere in the room and keep alert to the emotional needs of the pupils. Pupils must be quiet. **NO ONE SHOULD MOVE ABOUT THE SCHOOL with the exception of the HT or SBM.**

Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's text service. Depending on the type and severity of the incident, parents should be given enough information about what will happen so that they:

- **Are reassured** that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- **Do not need to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- **Do not come to the school.** They could interfere with emergency providers' access to the school and may even put themselves and others in danger.
- **Wait for the school or the emergency services to contact them** about when it is safe for them to come and get their children, and where this will be from.

Parents will be told '*..the school is in a full lockdown situation. During this period the phones will be unmanned, external doors locked and nobody allowed in or out. An update will be provided as soon as possible*'.

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 unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Provide the following instructions to the Emergency Services;

- **Identify yourself, the school name and full address**
- **Describe the situation/type of situation (all known information).**

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- **Identify if anyone is injured, type of injury and the severity of the injuries if known.**
- **Stay on the line and provide information as requested**

Emergency Services will support the decision of the Headteacher with regard to the timing of communication to parents.

Staff Roles

1. HT or SBM calls the emergency services called if necessary.
2. SBM/ office staff member locks the school's front door.
3. All teachers lock doors that open out onto the school playground or EYFS entrance/exit.
4. Kitchen staff ensure that all outside doors are locked.
5. Site Manager or Senior Leadership to ensure that all exits and internal doors are closed and locked if possible.
6. Individual teachers / HLTAs / TAs lock / close and lock classroom door(s) and windows, lower roller shutters/ blinds. Ensure lights and computers / smart boards are turned off.

Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy will be reviewed annually as part of the academy's health and safety procedures.

Appendix A

Stay Safe Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.