LOCKDOWN POLICY

Approval Date	October 2024
Policy Owner	Director of Operations
Adopted by Trust Board	Ratified by the Trust Board November 2024
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1.0 INTRODUCTION

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school/college in the near vicinity.

Lockdown procedures 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 and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be (but not limited to):

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to pupils, staff and visitors in the school/college)
- An intruder on the school site (with the potential to pose a risk to pupils, staff and visitors)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school/college
- A bomb threat

2.0 LOCKDOWN ARRANGEMENTS

There are two types of lockdown: partial and full.

- Partial Lockdown - This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school/college. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Pupils, staff and visitors should remain in the school/college building and all doors leading outside should be secured. No one should be allowed to enter or leave the building.

- Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Pupils, staff and visitors should remain in a safe place within the school/college building and all doors leading outside should be

secured. No one should be allowed to enter or leave the safe space within the building.

3.0 RESPONSIBILITIES

The Headteacher will take the role of Lockdown Manager. If the Headteacher is not on site, then the Headteacher must nominate a Lockdown Manager. The Headteacher must also ensure that there is a named Deputy Lockdown Manager in school / college (usually the Deputy Headteacher). If the Site Manager is not on site, then the Site Manager's responsibilities must be designated to another named person by the Lockdown Manager.

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher / Lockdown Manager	Decide on the type of response needed, co-ordinate the response, and record actions taken, maintain contact with the emergency services.	Annie Blackie Headteacher 07791 773 888
Deputy Headteacher / Deputy Lockdown Manager	Escort visitors to agreed safe place. Communicate with parents/carers.	Natalie Turnock Deputy Headteacher 07970 114 068 Dionne Webber Office Manager 07804 799 068
Teachers and support staff	Bring pupils to a classroom or other place of safety appropriate to either partial or full lockdown requirements. Take the register and stay with pupils.	Natalie Turnock Deputy Headteacher 07970 114 068 James Allington Assistant Headteacher 07772 948 106
Site Manager	Make sure all access points are secured.	Mitchel Hubbard Site Assistant 07879 815 177 (6am-10am) & (3pm-6pm)

Please add emergency contact numbers in the table above, specific to this policy which should be available to all staff.

4.0 SECURITY LOCKDOWN SIGNALS

Each school and college will have its own preferred method of raising a signal to advise colleagues that either a partial or full lockdown is required. The method of raising the signal will depend upon the layout of the site, number of buildings, age of pupils, needs of pupils etc. Each school and college though must be clear with regards to how it intends to raise security lockdown signals.

Signals may include:

- Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of the school bell)
- Public Address (PA) system
- Internal message or communication systems
- Pop up on employee computers or internal messaging systems
- Word of mouth

Please enter in the table below the signals for your setting:

ALARM OR SIGNAL FOR PARTIAL LOCKDOWN	SIGNAL FOR ALL CLEAR
Code O – Incident outside of the school Code P – Incident in the playground Code R – Incident in the Office/Reception Code S – Incident inside the school Code H – Dockyard Nuclear Incident INTERNAL RADIOS – all staff will be on channel 8	All clear for all

ALARM OR SIGNAL FOR FULL LOCKDOWN	SIGNAL FOR ALL CLEAR
Code O – Incident outside of the school Code P – Incident in the playground Code R – Incident in the Office/Reception Code S – Incident inside the school Code H – Dockyard Nuclear Incident INTERNAL RADIOS – all staff will be on channel 8	All clear for all

5.0 SECURITY LOCKDOWN PLAN

Each school and college must consider the action points listed in the sub-sections below and complete the tables to devise a security lockdown plan, bespoke to its site and occupant needs.

5.1 Safe Assembly Points

Each school / college must identify where pupils and staff should be locked down or shelter. This could be classrooms, the hall, sports hall or offices. You should designate somewhere for visitors to lock down. Specify suitable locations depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall or sports hall, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.

Please enter your safe assembly points for partial and full lockdowns in the table below:

Partial Lockdown Safe Assembly Points
Make way back to classrooms / offices if not in classrooms / offices then stay in the classrooms / offices.

Full Lockdown Safe Assembly Points
Make way back to classrooms / offices if not in classrooms / offices then stay in the classrooms / offices.

5.2 Secure Entrance and Exit Points

Each school and college must identify the locations of entrance and exit points and how to quickly secure these. Remember these may be more than just doors and gates – for example, windows and air vents. You should think about security against different types of risk, such as intruders or release of gas pollution.

5.3 Bring Pupils, Staff and Visitors Inside

Each school and college must identify the steps that you can put in place to make sure pupils, staff and visitors are brought inside as quickly as possible. For example, have a means of communicating a lockdown alert to staff at break times or while outside for lessons. Plan how you will you track pupils, staff and visitors entering the building and how you will record this. Identify who will be responsible for tracking this.

Please summarise your plan in the table below:

Bring Pupils, Staff and Visitors Inside Plan

The relevant CODE will be given on the internal radio, if anyone one is outside the building they would be directed inside to a classroom / office.

Adults closest to exterior doors in playground at the time of the lockdown should ensure these are shut and locked.

Doors will be held shut by an adult if unable to be locked.

Turn off the lights.

Windows will be closed.

Trickle vents will be closed.

Extractor fans switched off.

Blinds will be drawn.

Everyone will keep away from windows.

Everyone will keep as quiet as possible.

If possible, check and search for missing or injured pupils, staff or visitors.

5.4 Steps to Increase Protection

The following steps should be taken to increase protection during lockdown:

- Lock and screen doors (consider how to and be prepared to quickly unlock in the event of emergency escape, such as a fire)
- Position children away from sightlines from external doors and windows – for example, under a desk
- Turn off lights and monitors
- Make sure mobile phones and electronic devices are on silent, or turned off
- Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)
- Cover windows and air vents (if the risk is pollution or a gas cloud)

5.5 Internal Communication During a Lockdown

Each school and college must identify what channels could be used for staff to communicate with each other. For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs (think about whether they can be seen by an intruder). Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.

Please enter your communication plan during a lockdown in the table below:

Communication Plan During Lockdown
The all clear signal will be given over the internal radio to all staff.

5.6 Communication with Parents/Carers During a Lockdown

Each school and college should consider how you will let parents/carers know. A combination of text and email is advised, as it will utilise more than 1 channel to communicate with them. You should also ask parents/carers not to call the school, as this will tie up lines that would be used to contact / liaise with emergency services, and not to come to the school until further notified.

5.7 Arrangements for Pupils or Staff with Additional Needs

Each school and college must identify any pupils or staff with additional needs who require specific arrangements whilst in lockdown and record them. This record must also include who is responsible for carrying them out.

5.8 Lockdown Duration

The school should remain in a state of lockdown until the Lockdown Manager, or the emergency services, confirm that the requirement for lockdown has been lifted and the all-clear signal is communicated.

5.9 Evacuation Plan, if needed

It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in danger. You must consider how an evacuation will be communicated if needed. Where will you assemble? Could this be another place of safety such as a nearby school or public building?

Please note your evacuation plan in the table below:

EVACUATION PLAN	
Evacuation communication signal	Fire Alarm will sound
Alternative place of safety	Stuart Road Primary Academy

EVACUATION PLAN	
Type of venue	Primary School
Contact name and number at venue	Britta Nicholls – 01752 567668
Useful information – to include distance from school, route directions, capacity, opening hours	Maximum distance of 0.7 of a mile. Exit school. Head south-east towards South Hill. Turn left towards Collingwood Road. Turn right onto Collingwood Road. Turn right onto Providence Place Turn left onto Paradise Road Continue onto Wilton Road Turn left towards Dairy Lane Stuart Road Primary will be on the right

5.10 Security Lockdown Drills

Either a full or partial lockdown must be subject to a drill once per term and as close to the start of each term as possible. During each calendar year, both partial and full lockdowns must be drilled. Each school and college must record lockdown drills via Every (as is the case with fire drills). Each school and college should consider when it is appropriate to inform pupils and parents/carers in advance. You may wish to discuss in assembly and by sending a letter to parents/carers. Outcomes of drills should be reviewed by the Lockdown Manager. Where additional physical interventions into the estate could be considered in support of lockdown, these should be discussed with the Trust's Operations Team.

6.0 LOCKDOWN ACTION CHECKLIST

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed. You should have printed copies of the checklist available at all times to ensure readily available in the event of a lockdown being required.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows, if appropriate to the lockdown requirement		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all-clear has been given, or until you are told to evacuate by the emergency services		
When safe to do so, notify the Director of Operations of the need for the setting to be in lockdown		

POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date
October 2024	Policy creation	Director of Operations	October 2024	October 2026