

	<h2 style="margin: 0;">Lockdown Policy</h2>
<b>Person(s) Responsible:</b>	
<b>Approval:</b>	Governing Body
<b>Headteacher:</b>	Gary Edmunds
<b>Policy Originator:</b>	Gary Edmunds
<b>Date Approved:</b>	September 2020
<b>Date of Review</b>	September 2021

**To be read in conjunction with:** Safeguarding Policy and Staff Code of Conduct, Behavioural Policy, Social Moral Spiritual Cultural (SMSC) Policy

**Rationale:**

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires a whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions; the school safeguarding policy; and the school business continuity plan.

**Lockdown Procedures Circumstances triggering a lockdown:**

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site. By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

### **Alerting the school community:**

Any member of staff who believes that the school is subject to an attack should inform the Head Teacher's PA who will inform other site Deputies. HT consults Emergency Services if appropriate. Headteacher or Deputy headteacher on site makes the decision to impose lockdown. The decision to lockdown will be signalled to staff via text message to senior staff at each site.

Each site will have separate lockdown procedures appropriate to the nature of each site and its individuals

### **Response to lockdown alert if the alert occurs during lesson time site by site:**

#### **Orchard Road:**

- All main entrances would be locked until such time as the emergency had passed.
- In the event of an emergency, staff and students would be removed to the upper part of the building and into the rear classrooms, staying as low as possible.
- Students would be encouraged to keep away from windows.
- Where possible the blinds would be drawn on the windows.

#### **Slade Road:**

- All exits to the building would be locked.
- Where possible, everyone will congregate into the main building.
- Where possible the blinds would be drawn down in the downstairs of the buildings. Staff and students would be directed to go upstairs in both of the buildings and stay away from all windows staying as low as possible.

#### **Hunton Road:(currently not in use)**

- All doors to the building must be locked.
- All windows are to be shut and blinds closed.
- Students are to relocate to the back classroom on the 2nd floor of the building.
- Students are to lie low to protect them from potential harm.

### **Wood End Lane**

- All main entrances, including the front gate, would be locked until such time as the emergency had passed.
- In the event of an emergency, staff and students would be moved to the main hall as this has the least external windows if the risk is posed from the front or the rear of the building.
- Students would be encouraged to keep away from windows and stay as low as possible.
- Where possible, the blinds would be drawn on the windows.

### **Lockdown Policy-Procedures relevant to all sites:**

#### **Once the students are inside the buildings:**

- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn.
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Staff should encourage students to keep calm.
- Staff should inform students to put their phones on silent and to keep noise down.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions.
- Staff should avoid unnecessary calls to senior management or Head Teacher's PA as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic 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.

#### **Training Staff informed about lockdown policy -**

Staff training on the Run, Hide and Tell practice (Appendix A).

Students must be informed about the lockdown procedure.

Information to parents in a newsletter that we have a lockdown policy.

Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.

Responsibility to review document

The policy is reviewed once a year by the Senior Management team

## **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.

Armed Police Response Follow officer's instructions. Remain calm. Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view. 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.

Please consult these documents:

RUN HIDE and TELL leaflet

[http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

Stay Safe Film for training:

<https://www.gov.uk/government/publications/stay-safe-film>

Ratified by Governors:

Name: Barbara Scrivens

Role: Chair of Governors