

Castle Newnham School

Lockdown Policy

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1. INTRODUCTION

- 1.1** Policies at Castle Newnham are designed to support the ethos, aims and vision of the school as outlined in the School Improvement Plan (SIP).

2. PURPOSE

- 2.1** To establish the procedures to be implemented in the event that the school needed to be locked down and secured for any reason.

3. SCOPE

- 3.1 This policy applies to the employees, volunteers, parents/carers/pupils and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

4. DEFINITION

- 4.1 **Lockdown:** The act of isolating pupils, staff and visitors from perceived threat of physical harm at the school site by confining people to classrooms or other school buildings. Procedures should aim to minimise the disruption to the learning environment whilst ensuring the safety of all staff and pupils.

- 4.2 **Incident types:** 'Lockdown' or 'Partial Lockdown' procedures may be activated in response to any number of situations, but some of the more typical might be:

- 4.2.1 A reported incident /civil disturbance in the local community with the potential to cause harm to staff and pupils.
- 4.2.2 An armed, unarmed or violent person or persons within the vicinity of the school or within the school building or grounds with the potential to cause harm to staff and pupils.
- 4.2.3 Chemical or biological contamination or exposure. A warning being received regarding a risk locally, of air pollution. (Smoke plume, fumes, noxious gases etc.)
- 4.2.4 The close proximity of a dangerous animal roaming loose.
- 4.2.5 A major fire in the vicinity of the school, producing smoke or fumes.

5. PROCEDURES

- 5.1 **Security lockdown alarm:** The signal for a 'Lockdown' is an audio alarm. The alarm will commence upon the activation of the Lockdown Signalling feature within the school's GENT Fire Control Safety System. The 'Lockdown' audio alarm can be triggered at three locations, using a manual turn key switch. This can only be implemented by the Principal or, in the absence of the Principal, the Senior Vice Principal, Vice Principals, Assistant Principals, Business Manager and School Estates Manager.
- 5.2 **All clear:** The signal for an all clear will be eight bells. The all clear must only be authorised by the Principal, or in the absence of the Principal, this duty rests with the Senior Vice Principal, Vice Principals, Assistant Principals, Business Manager and School Estates Manager.

- 5.3 Emergency Evacuation:** In the event that a 'Lockdown' situation should change and an emergency evacuation becomes necessary, the sound of the 'Lockdown' audio alarm will change to the familiar Fire Alarm alert. Emergency evacuation procedures should then be followed.
- 5.4 Communication:** The primary means of internal communication are the telephone system and email. Designated staff may also use walkie-talkies, where these form part of their normal communication routine.
- 5.5 All staff responsibilities:** Any staff member who observes, or has reason to believe that, an incident listed above has occurred, or is occurring, shall notify the school office immediately. Incidents can be reported via any school phone, mobile, or walkie-talkie (where available). Alternatively, reports can be made in person to the school office or any member of the Senior Leadership Team.

5.6 School Office/ Reception - staff actions during 'Lockdown'.

Upon receiving notification from any other staff member, or a recognised office of the local emergency services, the procedure is to:

- 5.6.1 Contact** the Principal, or the Senior Vice Principal if the Principal is absent. If neither is on site, contact another member of the Senior Leadership Team (SLT) or the School Estates Manager.
- 5.6.2 Record** all information in writing, including the type of incident, the location, and the details of the person making the report.
- 5.6.3 Assist** the Principal/SLT with the communication to key staff.
- 5.6.4 Update** staff and pupil registers.
- 5.6.5** If school office staff are directly confronted by an armed or violent intruder posing an immediate threat, they are authorised to activate the 'Lockdown' alarm immediately, without prior consultation with the Principal or Senior Leadership Team.
- 5.6.6** For prolonged lockdown, where possible, assist emergency services with the distribution of food, water and medication for pupils and staff as required.

5.7 Communication to Parents

Upon instruction of the Principal or Senior Vice Principal (only in the absence of the Principal) update the school website and contact parents:

Usually a lockdown situation will be declared on the recommendation of the police or emergency services. If this occurs, parents/carers will be notified as soon as practical to do so. However, parents/carers are requested not to come to the school, as pupils will not be released to parents/carers during lockdown.

Parents/carers are also asked not to call pupils at the school as this may tie up emergency lines that must remain open. Parents/carers should not expect their child to call them, nor should they call pupil mobiles. The lockdown situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms. If a pupil is expected to attend an after school club, parents should be informed about the time and place to pick up their child.

5.8 Principal/Senior Vice Principal - actions during 'Lockdown'

Upon receiving notification of an incident, the Principal will make a practical assessment of the risks to pupils, staff, and visitors. In the absence of the Principal, this duty falls to the remaining chain of command in the following order: the Senior Vice Principal, Vice Principals, Assistant Principals, Business Manager, and School Estates Manager. The person in charge will determine the most appropriate course of action, ensuring the lockdown procedures are initiated, as follows:

- 5.8.1 Activate or give instruction for the activation of the communication system to start the lockdown procedure.
- 5.8.2 Provide details of the emergency or threat by calling 999 immediately if the police are not already aware of the lockdown.
- 5.8.4 If pupils are being educated offsite, for example educational visits, the teacher should be contacted and instructed to remain at the location until notified that it is safe to return to school.
- 5.8.5 To facilitate emergency communications the Principal/Senior Vice Principal and Schools Estate Manager should, where possible assemble in the school office, in order to access outside phone lines, computer /internet access and, where available, to monitor CCTV cameras.
- 5.8.6 Work alongside the School Estates Manager and key personnel to provide parents and the public with timely, pertinent updates.
- 5.8.7 Designate a member of the Senior Leadership Team to liaise with the emergency services and the Local Authority, ensuring they are fully informed of any updates or changes to the situation.

5.8.8 Ensure that information is relayed to key personnel as required.

5.9 School Estate Manager/ Senior Site Agent - actions during 'Lockdown':

5.9.1 Secure all exterior doors and gates if circumstances permit.

5.9.2 Assist the Principal/SLT with the communication to staff.

5.9.3 Provide detailed maps, layouts and schematics of the school to emergency services. (Fire Alarm zones are to be used for room identification – See Appendix A)

5.9.4 Assist emergency services with access, providing keys and access codes where required. (Some keys are also available in the school office).

5.9.5 Record all information in writing, including the type of incident, the location, and the details of the person making the report.

5.10 Key staff* - action during 'Lockdown'

*(*key staff are defined as class teachers and those members of support staff supervising pupils at the time of 'Lockdown').*

5.11 If in classroom with pupils:

5.11.1 Remain in the classroom.

5.11.2 Lock all interior and exterior entrance doors. If a door cannot be locked, immediately barricade the doorway using a chair or table.

5.11.3 Close all windows and blinds (where time allows).

5.11.4 Turn off lights.

5.11.5 Instruct all pupils to sit or lie on the floor under desks, ensuring they remain completely clear of windows and doors.

5.11.6 All pupil mobile phones to be switched off.

5.11.7 Do not open the doors, or let anyone leave the room, until the audible all clear is heard or a member of the SLT or School Estate Manager informs you that the incident is over.

5.11.8 Stay calm and encourage others to be calm and quiet.

5.11.9 If possible check internal email for information and instructions.

5.12 If in the playground/outside areas:

5.12.1 In the event of a full Lockdown, where pupils and staff are in immediate danger of an armed, or violent person or persons within the vicinity of the school or within the school building or grounds:

5.12.2 Staff on duty in outside areas are to move pupils quickly, quietly and in an orderly manner to the nearest internal secure/lockable space, for example: the Sports Hall or School Kitchens.

5.12.3 Stay in that area until instructed otherwise. Lock all interior and exterior entrance doors. If a door cannot be locked, immediately barricade the doorway using a chair or table.

5.12.4 All pupil mobile phones to be switched off.

5.12.5 Instruct all pupils to sit or lie on the floor (under desks if available), ensuring they remain completely clear of windows and doors.

5.12.6 Do not open the doors, or let anyone leave the room, until the audible all clear is heard or a member of the SLT or School Estate Manager informs you that the incident is over.

5.12.7 If possible check internal email for information/instructions.

5.12.8 If staff and pupils are not in immediate danger, 'Partial Lockdown' procedures should be followed.

5.13 If in office areas: Stay in the office.

5.13.1 Lock all interior and exterior entrance doors. If a door cannot be locked, immediately barricade the doorway using a chair or table.

5.13.2 Close all windows and blinds (if time allows).

5.13.3 Turn off lights.

5.13.4 All mobile phones to be switched off.

5.13.5 Do not open the doors, or let anyone leave the room, until the audible all clear is heard or a member of the SLT or School Estate Manager informs you that the incident is over.

5.13.6 If possible check internal email for information/instructions.

5.14 If in dining hall:

- 5.14.1 Stay in the dining hall.
- 5.14.2 Lock/bolt all interior and exterior doors. If a door cannot be locked, immediately barricade the doorway using a chair or table.
- 5.14.3 Close all windows and blinds (if time allows).
- 5.14.4 Turn off lights.
- 5.14.5 Instruct all pupils to sit or lie on the floor (under tables if available), ensuring they remain completely clear of windows and doors.
- 5.14.6 All mobile phones to be switched off.
- 5.14.7 Do not open the doors, or let anyone leave the room, until the audible all clear is heard or a member of the SLT or School Estate Manager informs you that the incident is over.
- 5.14.8 If possible check internal email for information/instructions.

5.15 If during classroom change over:

- 5.15.1 Available staff must ensure that pupils are moved quickly, quietly and in an orderly manner to the classroom or area that they were going to at the time of alarm. If not practical, or safe to do so, they are to be moved to the nearest internal space, for example: the Sports Hall or School Kitchens.
- 5.15.2 Stay in the area and lock all interior and exterior doors. If a door cannot be locked, immediately barricade the doorway using a chair or table.
- 5.15.3 Close all windows and blinds (if time allows).
- 5.15.4 Turn off lights.
- 5.15.5 Keep all pupils on the floor, under desks/tables and away from windows and doors.
- 5.15.6 All mobile phones to be switched off.
- 5.15.7 Do not open the doors, or let anyone leave the room, until the audible all clear is heard or a member of the SLT or School Estate Manager informs you that the incident is over.
- 5.15.8 If possible check internal email for information/instructions.

5.16 If in the toilet/ washroom areas:

- 5.16.1 As doors into toilet/ washroom areas cannot be locked, pupils and staff need to evacuate if at all possible and get to an area that can safely be locked down. Site Team or SLT members near pupil toilets should check them before securing their own locations, provided it is safe to do so. Any pupils found in the toilets must be brought into the nearest classroom for lockdown.
- 5.16.2 As a last resort, staff or pupils trapped in a toilet should attempt to secure the washroom door, then enter a cubicle and lock the cubicle; climbing on top of the toilet.

6. SCHOOL SECURITY REMINDERS

- 6.1 All teachers and staff should wear an access control lanyard with identification visible at all times.
 - 6.2 All school entrances should have a sign instructing visitors to proceed immediately to the reception for visitor registration.
 - 6.3 All staff should direct visitors to the reception and observe that they comply with safeguarding signing-in procedures.
 - 6.4 All teachers, pupils and support staff should be instructed to report any visitors, without badges, to reception immediately.
 - 6.5 If necessary a senior member of staff/office manager should make contact with the visitor and escort the visitor to reception or off the premises as appropriate.
 - 6.6 Visitors should be issued with a clearly visible 'visitors' badge/name tag.
- RED
YELLOW
GREEN
- 6.7 All teachers, support staff and pupils should inform the Headteacher or a member of the Senior Leadership Team of any suspicious circumstances, threats, or unauthorised visitors immediately. The Principal or Senior Vice Principal (only in the absence of the Headteacher) will then make a decision if the police should be called.
 - 6.8 Prepare and review emergency procedures and evacuation routes annually.

7 ANNUAL LOCKDOWN DRILL

7. 1 The purpose of an exercise is to validate procedures documented within the lockdown policy (in the same way that fire drills are practised).

Although they cannot fully replicate the pressure of a real incident, exercises can help to reinforce training, give confidence to staff that they have the necessary knowledge and skills to respond to an emergency and increase the likelihood of procedures working in practice. They are also particularly useful in highlighting areas of the response that may initially have been overlooked when developing the policy

7.2 Review training for all staff and pupils during each school year. Induction for new teachers and support staff should include lockdown awareness.

7.3 Pre-plan locations for Principal and senior staff to work during a lockdown. Principal to ensure all areas of the school are covered.

Author and Date

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