Lockdown Procedure

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Type of Policy:	**DCAT Policy**

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Type of Policy	*Tick* ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

Contents

Introduction 1
1. Policy Aims 2
2. Scope 2
3. Guidelines 2
3.1 Lockdown Guidelines 2
3.2 Testing of the policy 2
3.3 Communicating with the DCAT Executive Leadership Team (ELT), the media and external stakeholders 2
4. Lockdown procedure 3
5. Partial lockdown 3
5.1 Alert 3
5.2 Immediate Action 3
6. Full lockdown 4
6.1. Alert 4
6.2. Immediate action 4
6.3. Communication channels 4
7. Emergency services 4
8. Communication with parents and carers 5
8.1. Information to share with parents and carers 5
9. Circumstances which may warrant a lockdown procedure 5
10. Lockdown situations when away from the school 5
11. Multiple Staff Absence 6
Appendix A: Lanesend full lockdown procedure 7
Appendix B: Lockdown drill action check list 10

Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration
I can do all things through Christ who strengthens me (Philippians 4 vs 13).

Wisdom
Listen to advice and accept discipline, and at the end you will be counted among the wise (Proverbs 19 vs 20)

Respect
So in everything do to others what you would have them do to you (Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

1. Policy Aims

This policy is intended to ensure that students, staff and visitors are safe in situations where there is a threat in the school grounds or outside the school that requires students, staff and visitors to be locked within buildings for their own safety. This policy must be adapted to the local school site(s) and it is requirement that a 'lock down' drill will be carried out and recorded on Handsam at least annually.

2. Scope

This policy applies to employees, volunteers, parents/carers, students, and people visiting the school site. It covers the procedures and personnel responsible when the academy is required to go into lockdown.

3. Guidelines

3.1 Lockdown Guidelines

The DCAT Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

a) A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
b) A dangerous individual in the locality.
c) An intruder on a school site with the potential to harm students, staff and visitors.
d) A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
e) A major fire in the vicinity of the school site(s).
f) The close proximity of a dangerous dog roaming loose.
g) Serious accident on-site requiring good access for emergency services.

3.2 Testing of the policy

The Headteacher will schedule at least one practice lock-down drill per year and will be responsible for ensuring all staff members are clear about the procedure before the practice drill takes place. Students will be reminded of the lock-down procedure during **(*e.g. first assembly of each term and through form information*).** Appendix B: Lockdown Drill checklist should be used and the drill recorded on Handsam.

3.3 Communicating with the DCAT Executive Leadership Team (ELT), the media and external stakeholders

As soon as a lockdown or partial lockdown is declared the Headteacher should inform the Head of Operations and Governance. The Head of Operations and Governance will report this directly to the Chief Executive Officer and the ELT.

Any media interest should be logged and reported in to DCAT ELT (contact@dcat.academy). The ELT will then support you with any media handling, to enable the school to stay focused on

supporting students and staff on the ground. Trust Central staff can also support to draft correspondence to parents and local stakeholders as appropriate.

4. Lockdown procedure

Appendix A details the roles and responsibilities of the staff and actions to be taken.
In the event of an emergency, the Head Teacher or Deputy Head Teacher will make the decision, in consultation with the police when deemed necessary, regarding whether the school needs to be partially locked down or fully locked down.

In the event of any lockdown being implemented, the designated person in charge will ensure that once the emergency services have been made aware, DCAT and the Local Authority are immediately informed of the situation.

5. Partial lockdown

Partial lockdown should be seen as a precautionary measure which puts the school in a state of readiness should a situation escalate, whilst retaining a degree of normality.

5.1 Alert

Alert to all staff: **"Partial lockdown"** signified by Hand bell and Radios

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

5.2 Immediate Action

a) All outdoor activity to cease immediately with students and staff returning indoors. (NB. There will need to be a means of communicating the alert to duty staff at break times.)
b) All students and staff to remain indoors and external doors and windows locked.
c) Free movement may be permitted within the building, dependent upon the circumstances.
d) Register taken – the administrative office will contact each class in turn for an attendance report if this is possible
e) Full headcount of all staff, pupils, visitors and anyone else on site.

All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform students (if they are old enough to understand).

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

6. Full lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown (for example when an intruder is within the school grounds).

6.1. Alert

Alert to staff**: "Full lockdown"** signified by: Hand bell and Radios

6.2. Immediate action

a) All students return to base (classroom, form room or other agreed location e.g. sports hall, assembly hall, dining room – in the case of an intruder this may need to be the nearest room).
b) External doors locked.
c) Classroom doors locked, where a member of staff with key is present.
d) Windows locked and blinds drawn.
e) Students sit quietly out of sight (e.g. under desk or around a corner).
f) Register taken – the administrative office will contact each class in turn for an attendance report if this is possible.
g) Full headcount of all staff, pupils, visitors and anyone else on site.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown, the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by radios.

Alert to staff: "Evacuate"

During the lockdown, staff will keep agreed lines of communication open.

6.3. Communication channels

Examples of discreet communication channels might be:

a) Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
b) Where a school uses an electronic parent communication system then staff could be placed into a defined user group which could then be used to communicate instructions via text message in an emergency.

7. Emergency services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as situations unfold. The school site/s may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Trust with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

8. Communication with parents and carers

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

8.1. Information to share with parents and carers

Parents and carers should be given enough information about what will happen so that they:

a) are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
b) do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
c) do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger,
d) wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message *"…the school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out…"*

9. Circumstances which may warrant a lockdown procedure

a) A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
b) A dangerous individual in the locality.
c) An intruder on the school site with the potential to pose a risk to students, staff and visitors.
d) A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
e) A major fire in the vicinity of the school.
f) The close proximity of a dangerous dog roaming loose.
g) Serious accident on-site requiring good access for emergency services.

10. Lockdown situations when away from the school

The school will also plan for what would happen if a lockdown situation should arise when a group is away from school, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip. Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

11. Multiple Staff Absence

There may be occasions when there is multiple staff absence due to a severe virus, through other illnesses or through the impact of off-site accidents in which several members of the staff have been hurt. If there is insufficient staff to open the school parents will be informed as soon as possible. Guidance will be sought from the Members of the Trust Executive Board, and/or the Local Authority as to whether there is any possibility of staff from within the Trust or neighbouring schools being brought in at short notice to enable learning to continue in school. All possibilities will be looked into to ensure the school functions as normally and as soon as possible.

Appendix A: Lanesend Catholic and Church of England Academy full lockdown procedure

This template is based on the DfE's lockdown template.

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher or Vice Principal	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	
Office	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Communicate with parents.	
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager/Headteacher or Vice Principal	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this.)	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
• Hand bell and Radios	• Radios

Security lockdown plan

Our safe assembly points	This will be classrooms, the hall, sports hall or offices. Visitors in the multifunction room. 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.
Secure entrance and exit points	Asap
Bring pupils inside	Teachers will take children to their class, they can communicate with the office via the walkie talkies to complete a register and identify if any other staff member has missing children
Steps to increase protection	• Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobiles 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)
Internal communication during a lockdown	To Communicate staff will use channel 5 on the radios They can also use their mobile phones in case of emergency Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents during a lockdown	In the case of a lock down the office will notify the parents via the text service on Arbor We will ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	All children with special educational needs will have a PEEP, detailing what needs to happen during a lockdown.

Lockdown duration	The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that 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 more danger than if they had remained within the building.	If an evacuation does occur it is recommended that everyone follows the fire evacuation procedure and congregates on the field. All Fire Marshalls will follow their designated rolls unless instructed by a member of the senior leadership team who controlling the lockdown
Security lockdown drills	Will happen 3 x times per year, children will be told and information explained to them in an Assembly.

Appendix B: Lockdown drill action check list

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.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents 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 and visitors to hide, including under desks and away from windows		
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're told to evacuate by the emergency services		

Please upload a copy of this checklist to Handsam to evidence your drill

Annual: Practice the emergency lockdown procedure and make any necessary amendments to the written procedures, then distribute and brief staff.