

Lockdown Policy 2019

All Academies should consider the need for robust and tested Academy lockdown procedures. 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 students in the Academy.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the Academy)
- An intruder on the Academy site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the Academy
- The close proximity of a dangerous dog roaming loose

The Policy will detail:

- Access to the Academy bell controls to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone, internal email, texts etc
- Academy site plan e.g. the layout of buildings and their proximity to one another

Procedure

- SLT Staff are alerted to the activation of the lockdown procedure plan by a recognised signal through radio communication. SLT staff will communicate with classroom teachers verbally
- Students who are outside of the Academy buildings are brought inside as quickly as possible
- Those inside the Academy should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)

Once in lockdown mode, staff should notify the office immediately of any students not accounted for via email (and SLT will instigate an immediate search for any missing)

- Staff should encourage the students to keep calm
- As appropriate, the Academy should establish communication with the Emergency Services as soon as

possible

- Dorset County Council and the Academy's Health & Safety provider should be notified via the 'Academy Emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via the Academy's established communications system
- Students will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

The Academy's lockdown procedures are familiar to members of the Senior Leadership Team, Academy administration staff, teaching staff and support staff. A lockdown drill is undertaken at least once a year so students are aware of the plan. (Regular practices increases their familiarity).

It is part of this policy to:

- a) Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
- b) Rehearse lockdown arrangements with all staff and students
- c) Display lockdown drill information in every classroom alongside information relating to fire drills.

Lockdown Arrangements

1. Partial Lockdown

Alert to staff: '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 and students in the Academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building; (There needs to be a means of communicating the alert to duty staff at break times)
- All staff and students remain in building and external doors and windows locked

Free movement may be permitted within the building dependent upon circumstances

All situations are different. Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Academy's Health & Safety provider/emergency services. This can then be communicated to staff and students.

'Partial lockdown' is a precautionary measure but puts the Academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

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.

2. Full Lockdown

Alert to staff: 'Full lockdown' This signifies an immediate threat to the Academy and may be an escalation of a partial lockdown.

Immediate action:

- All students return to base (classroom, tutor room or other agreed location eg sports/assembly/dining hall)
- External doors locked. Classroom doors locked (where a member of staff with key is present)
- Windows locked, blinds drawn, students sit quietly out of sight (eg under desk or around a corner);
- Register taken - the office will contact each class in turn for an attendance report;
- Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discrete communication channels might be:

- 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;
- Group call - staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency

Communication between parents and the Academy

Academy lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the Academy website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety

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

- Are reassured that the Academy 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 Academy. Calling the Academy could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the Academy. They could interfere with emergency provider's access to the Academy and may even put themselves and others in danger
- Wait for the Academy to contact them about when it is safe for them to come and collect their children, and where this will be from

During this period the switchboard and entrances will be unmanned, external doors locked and nobody will be allowed in or out.

Emergency Services

The Academy site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.