



Lockdown Policy

(including information for parents/carers)

Approved by:

James Thomas

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1 Statement of intent

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry and exit, Emergency Services personnel are better able to contain and handle any threats. These procedures have been written to provide information on what should happen if the Academy receives a serious threat to its wellbeing and needs to take swift safety precautions to protect pupils and staff.

Examples of when a Lockdown Procedure might be instigated are:

- A reported incident/civil disturbance in the local community
- An unauthorised person/intruder is on the Academy premises (with the potential to pose a risk to staff and pupils in the academy)
- A warning being received regarding a risk locally of air pollution (smoke, gas, chemical spillage, etc.)
- A major fire in the vicinity of the Academy
- Instances where personnel, pupils, staff or volunteers become a threat to the wellbeing of others
- An extreme weather event
- The close proximity of a dangerous dog roaming loose
- Any event with the potential to pose a risk to pupils and staff within the Academy

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

2 Guidelines

Should a threat be made to the Academy, a member of the Senior Leadership Team (SLT) should be contacted immediately. SLT will assume control and contact the relevant authorities. If it is decided that the Academy should take action, the following procedures are to be followed.

A notification to all staff to lockdown will be passed directly to all staff.

The Campus Secretary/SLT will contact the Police and other Emergency Services as required.

3 Lockdown Arrangements

Management of the situation will depend on the circumstances presented. The following actions should be taken, however staff should be guided by SLT and/or Emergency Services personnel whether to remain inside the premises or be evacuated in a safe and orderly manner away from the premises or situation to a safe area designated by SLT or the Emergency Services.

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 pupils in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- Any pupils and staff onsite but outside the building should return to building.
- All staff and pupils remain in building and external doors locked and windows closed/locked;
- Free movement may be permitted within the building dependent upon circumstances;
- All situations are different, once all staff and pupils are safely inside, senior staff will continually assess the situation based on advice from the Emergency Services. This can then be communicated to staff and pupils. '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.

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 pupils return to the Campus (classroom, social area or other agreed location);
- External doors locked. Classroom doors locked;
- Windows shut/locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner);
- Where possible register to be taken. Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services;
- If the Fire Alarm is activated during a Lockdown, evacuate to the designated Assembly Point as directed by the Emergency Services personnel/SLT.

4 Actions to Avoid

- Do not open the door once it has been secured until the 'All Clear' has been given.
- Do not use or shelter in toilets.
- Do not travel down long corridors.
- Do not assemble in large open areas.
- Do not take shelter in stairwells or corridors.

5 Communication

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

Internally within Academy

The SLT will communicate with Staff wherever possibly verbally.

Pupils must not be moved until the All Clear is given, unless in exceptional circumstances, for example, should there be an unidentified person outside the window, in which case, the nearest alternative area of safety should be used.

Externally with Parents/Carers

We have a Lockdown Policy. In the event of needing to use this, please don't attend the academy or contact the academy via telephone.

In event of a Lockdown parents/carers should be notified as soon as it is reasonably practicable to do so.

Do not contact the Academy via telephone - to keep the telephone lines clear.

Do not attend the Academy – this could interfere with the Emergency Services response actions and may put themselves or others in danger.

Wait for the Academy to contact them with details on when it is safe to collect pupils and where to collect pupils from, as pupils will not be released during a Lockdown.

Emergency Services

It is important to keep the lines of communication open with the Emergency Services as they are best placed to offer advice as a situation unfolds. The Academy may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the Lockdown. The Emergency Services will support the decision of the Headteacher with regard to the timing of communications to parents/carers.

6 Further guidance

This policy needs to be read in conjunction with the following CE Academy policies:

- Examinations and Appeals Policy
- Critical Incident
- Equal Opportunities
- Accessibility Plan

7. APPENDIX A



Lockdown Policy and Arrangements

Information for Parents/Carers

We have a Lockdown Policy. In the event of needing to use this, please don't attend the academy or contact the academy via telephone.

- In event of a Lockdown parents/carers will be notified as soon as it is reasonably practicable to do so.
- **Do not contact the Academy via telephone** – we need to keep the telephone lines clear.
- **Do not attend the Academy** – this could interfere with the Emergency Services response actions and may put yourselves or others in danger.
- **Wait for the Academy to contact you** with details on when it is safe to collect pupils and where to collect them from, as pupils will not be released during a Lockdown.

Policy Control Sheet

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