

Stone Bay School. Policy Document.

Group E Policy.

E20. Lockdown Policy

Group E policies are not statutory and no paper copies will be kept. The original word copy will be stored in our policy library, a PDF version will be accessible on our website.

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Headteacher.

Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

INTRODUCTION AND RATIONALE

Lockdown procedures are 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 school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

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

- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).
- A major fire in the vicinity of the school.
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students)

<i>Signals.</i>	
Signal for any lockdown:	Communication by classroom telephones and verbally by designated members of staff.
Signal for all-clear:	Communication by classroom telephones and verbally by designated members of staff.

<i>Full or Partial Lockdown.</i>	
All classes and flats are locked:	All students and staff to remain in or return to own classrooms and/or flats.
Communication arrangements	Classroom telephones and verbally by designated staff.
Hostage taking.	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site as soon as practically possible.

- Staff will be alerted to the activation of the plan through the classroom telephones and verbal instruction by designated staff.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- Those inside the school 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 blocked).
- Once in lockdown mode, staff should notify the senior member of staff on call to instigate an immediate search for anyone missing.
- Staff should encourage the students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify School Support Service.
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and/or a verbal message to evacuate will be sent via class telephones.

The school's lockdown procedures are familiar to all members of the school staff and are tested at least once a year.

Partial Lockdown

Alert to staff: 'Partial lockdown'

Immediate action:

- All outside activity to cease immediately, students and staff return to building. (Staff will be alerted via a claxon.)
- All staff and students remain in the building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different. Once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

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

In the event of an air pollution issue, in addition to windows and doors being closed, air vents should 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 school and may be an escalation of a partial lockdown.

Immediate action:

- All students return to classroom.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and students sit quietly out of sight (under desks).
- Register taken/head count-the office will contact each class in turn for an attendance report via classroom telephones.
- 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, and a verbal message sent via classroom telephones, where possible, which is a cue to evacuate the building, instruction will be given as to where you evacuate to.
- During the lockdown, staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

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

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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

- Are reassured that the school 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 school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.

- Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

Parents will be told

'...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school 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 decisions of the Head Teacher regarding the timing of any communication to parents.

Safeguarding, Equality and Equal Opportunities Statement

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.

Checklist.

Initial Response Checklist: Full Lockdown. Date:		
Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.		
Complete: <input type="checkbox"/>	Time:	Initials:
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the		
Complete: <input type="checkbox"/>	Time:	Initials:
Dial 999. Dial once for each emergency service that you require		
Complete: <input type="checkbox"/>	Time:	Initials:
Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways)		
Complete: <input type="checkbox"/>	Time:	Initials:
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access		
Complete: <input type="checkbox"/>	Time:	Initials:
If possible, check for missing / injured students, staff and visitors.		
Complete: <input type="checkbox"/>	Time:	Initials:
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.		
Complete: <input type="checkbox"/>	Time:	Initials:

Print Name. _____

Designation. _____

Signature. _____