

St Edward's Academy Lockdown Policy and Procedures



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September 2020

St Edward's Academy

Lockdown Policy and Procedures



Rationale

All schools should consider the need for robust and tested school evacuation/lockdown procedures. An emergency lockdown procedure is one which is designed to quickly restrict access and egress to a site or building in response to a crisis, such as the presence of violent or threatening intruders or a security incident in the area. 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 students and staff in the school. 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 students and staff in the school);
- An intruder on the school site (with unauthorised persons' intent in causing harm / damage and with the potential to pose a risk to students and staff);
- A warning being received regarding a risk locally, for example serious weather conditions, a nearby chemical spillage, air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

This is not an exhaustive list and the lockdown procedures could apply in any number of emergency situations.

Basic Principles

Staff are alerted to the activation of the lockdown plan by a recognised signal, audible throughout the school. The signal for a full lockdown at St Edward's Academy is a continuous ring of the school bell. The signal for a partial lockdown is 3 long rings of the school bell.

The following basic principles are integral to the St Edward's Academy lockdown plan:

- Students and staff who are outside of the school buildings are instructed to return to the building as quickly as possible;
- Those students and staff inside the school should remain in their classrooms;
- All external doors and, as necessary, windows are locked (all classrooms require a key for opening);
- Once in lockdown mode, staff should notify the School Emergency Management Team immediately of any students not accounted for (the SEMT instigate an immediate search for any missing). Staff should use the email system (the SEMT group email: semt@steds.org.uk) and the emergency assistance button on the SIMs system in the first instance. School telephones available in a number of classrooms and mobile phone can be employed to call specified numbers (01708 771 106 / 01708 771 104);
- Staff should encourage the students to keep calm and should model calm behaviour;

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- As appropriate, SEMT will establish communication with the Emergency Services as soon as possible;
- Unity Schools Partnership, Havering Local Authority and the Chelmsford Diocese will be notified via guidelines in the St Edward's Academy Business Continuity Plan;
- If necessary, parents/carers should be notified as soon as it is practicable to do so via the school's established communications system (as detailed in the St Edward's Academy Business Continuity Plan);
- Students will not be released to parents/carers during a lockdown;
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions from SEMT, as per the St Edward's Academy Business Continuity Plan.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

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Procedures

'Lockdown' of premises can either be **full** or **partial** depending upon the nature and severity of the perceived risk. The following scenarios could lead to the initiation of lockdown procedures:

- Airborne hazard (e.g. smoke plume, gas cloud) - **partial lockdown**
- An incident in the community that is not of immediate danger but has the potential to develop into a tangible threat (e.g. loose dog, civil disturbance) - **partial lockdown**
- A suspicious person in close vicinity of the premises who presents an immediate danger to children and staff (e.g. firearm) - **full lockdown**

Important information	
Incident Controller	Jodie Hassan / Catharine Wensley / Angelina Chapman
Signal for partial lockdown	3 long rings of the school bell
Signal for full lockdown	Continuous ring of the school bell
Signal for all – clear	A member of SEMT will visit all areas to state all clear
Discreet communications?	All members of SEMT should switch to channel ONE on their school radios. This is a management channel and staff should change to channel 13 to give instructions to other staff as required. Communications should be kept as brief as possible to ensure availability to all users.
Partial lockdown procedure	
<p>On notification of an incident or suspicious occurrence in the vicinity, the Incident Controller, will:</p> <ol style="list-style-type: none"> Sound the signal for partial lockdown and open discreet communication between all staff in case situation quickly escalates. Notification could be received from the Police or from a vigilant member of the community Ensure all staff and children are safely within the building Ensure all external windows and doors are safely locked Open up a channel of communication with Emergency Services and act upon their direction Dependent upon circumstances, communicate a reassuring update to parents but request that children are not collected When it is clear that the threat has subsided, Incident Controller to sound the all clear. 	

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Full lockdown procedure

On notification of a suspicious person in close vicinity of the premises, the **Incident Controller**, will:

- a. Sound the signal for a full lockdown and open up discreet communication between all staff to provide updates and further instructions. Notification could be received from the Police or from a vigilant member of the community
- b. Direct staff to take children to our designated lockdown area and follow lockdown drill
- c. Ensure all external windows and doors are safely locked, draw curtains and blinds
- d. Manager to open up a channel of communication with Emergency Services and act upon their direction
- e. Dependent upon circumstances, communicate a reassuring update to parents but request that children are **not** collected. Promise to provide regular updates
- f. When it is clear that the threat has subsided, **Incident Controller** to sound the all – clear

Staff and students should be aware that the school may be in lockdown for some time.

For ease, staff and students will follow the CLOSE procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure

Actions during Full or Partial Lockdown

1. The aforementioned signal (the signal for a full lockdown at St Edward's Academy is a continuous ring of the school bell. The signal for a partial lockdown is 3 long rings of the school bell which will activate a process of:
 - students directed into the school building as quickly as possible if they are outside;
 - the locking of the school's classroom doors;
 - the locking of all outside doors and closing of blinds where it is possible.
2. At the given signal, students and staff remain in the classroom (or the Webster Hall, Gym, Sports Hall or Dining Room) that they are in.
3. Staff will ensure the windows and doors are closed/locked and blinds closed where possible and students are positioned away as far as possible from external windows/doors.
4. Lights, smart boards and computer monitors will be turned off. Student mobile phones for Year 7 – 11 are off and out of sight when in school. Staff and Sixth Form mobile phones will be put on silent mode.

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5. Students, staff and other adults (e.g. visitors, volunteers, etc) not situated in a classroom for any reason will proceed to the nearest occupied classroom and remain with that class and teacher (eg. students using toilets when lockdown procedure is engaged).
6. SEMT to check toilets in the event of a lockdown.
7. No adult or student to leave the locked room for any reason whilst in lockdown.
8. Staff with PPA periods will lockdown in their allocated workspace, remaining quiet with all electrical devices switched off.
9. Vertas catering staff to lock doors and windows to the kitchen and close and lock the shutter to the servery. All lights will be switched off. Action Cleaning staff will deploy to the nearest occupied classroom.
10. Staff should notify the SEMT by email (semt@steds.org.uk) that they have entered lockdown. The email should identify those students not accounted for and of any additional students and adults who are now in lockdown in their room with them. Staff should identify the room they are in.
11. NO ONE SHOULD MOVE ABOUT THE SCHOOL
12. Staff to support students in keeping calm and quiet. Appropriate behaviour will be modelled by all staff.
13. Staff to remain in lockdown positions until informed by key staff (SEMT) in person that there is an all clear.
14. As soon as possible after the lockdown all clear, a register is completed to ascertain whether any students are unaccounted for.
15. Parents/carers should not attend the school site.
16. Lockdown drills will take place at least once each academic year. Monitoring of practice will take place and staff debriefed for positive reinforcement or to identify required improvements.
17. The Local Governing Body reviews St Edward's Academy policy documents within a regulated timeframe. If new regulations are introduced by the DfE or if recommendations are received as to how the policy might be improved, these will be actioned outside of the policy review timeframe.