



Hull Collaborative Academy Trust

Lockdown Procedures & Policy

Date issued: March 2022
Ratified by the Trust Board:
Review Date: March 2025

Other related academy policies that support the Lockdown procedure include:- Critical Incident Plan, Health & Safety, Induction policy, Lone Working and Whistle Blowing.

Introduction

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. 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 pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

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

Types of lockdowns

Partial lockdown

This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Full lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

<u>Partial Lockdown</u>	<u>Full Lockdown</u>
In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual.	This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Notification of Lockdown

Staff will be notified that a lockdown procedure (partial or full) is taking place on hearing three short bursts of the school bell.

Procedure

In the event of a **full lockdown**, it is strongly recommended that schools follow the **CLOSE** method:

- 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. Be aware you may be in lockdown for some time

- The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
- At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
- If practicable, staff should notify the Office Manager, by phone, that they have entered lockdown and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff Roles

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leader, Office Manager, or Site Facilities Officer in person that there is an all clear.
3. As soon as possible after the lockdown teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.
4. School administrator to ensure that the office is locked and police called if necessary.
5. Headteacher, Office Manager, or Site Facilities Officer to lock and secure all external access points.
6. Individual teachers/ ASAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.
7. Should the intruder gain access, or the room becomes unsafe, pupils and staff should move to the near exit point.

Further information will be shared via the internal communication system. Staff must always await instruction/s of **'All Clear'**, from an Incident Control Officer to end the Lockdown.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told:

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

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lockdown.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

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 decision of the Headteacher regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, the school may establish a reception centre on their site for friends and family outside of the cordoned area.

Lockdown drills

The purpose of an exercise is to validate procedures documented within the lockdown plan (in the same way that fire drills are practiced). Although they cannot fully replicate the pressure of a real incident, drills can help to reinforce training, give confidence to staff that they have the necessary knowledge and skills to respond to an emergency and increase the likelihood of procedures working in practice. They are also particularly adept at highlighting areas of the response that may initially have been overlooked when developing the plan.

Ideally, drills will take place at least once a year.

Review

This policy and procedures will be reviewed every three years, as a part of the School's Health and Safety procedures.

Lockdown Plan

Lockdown is necessary when pupils and staff need to be **locked** within buildings for their own safety ie in an emergency situation.

Management and Control	
Nominated person	Responsibility
Headteacher	Initial contact with the emergency services
Deputy Headteacher	Liaison with parents
Teachers (on a rotating basis)	Pupil control

Signals	
Signal for full lockdown	Three short bursts of the school bell.
Signal for partial lockdown	Two shot bursts of the school bell.
Signal for all-clear	One ten second burst of the school bell.

Rooms most suitable for lockdown			
Classrooms	Yes	No	N/A
Hall	Yes	No	N/A
Offices	Yes	No	N/A
Library	Yes	No	N/A
Staffroom	Yes	No	N/A

It is important to make sure that items that could be used as weapons (kitchen implements, sport equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements			
Wherever possible use silent communication and keep noise to a minimum especially if the intruders are close by. Make sure any communication devices are secure and cannot be intercepted.			
Two-way radios	Yes	No	N/A
Classroom telephones	Yes	No	N/A
Mobile phones	Yes	No	N/A
Instant messaging/emails	Yes	No	N/A
Teams	Yes	No	N/A
Other (TV/whiteboards etc)			

Alternative place of safety if it is considered necessary to leave site (eg, partner school, church hall, leisure centre) <u>must</u> be pre-arranged.	
Name of venue	Winifred Holtby Academy
Type of venue	Secondary School
Contact name	Mark Brown (Headteacher)
Contact telephone number	01482 826207
Other useful information, such as distance from school, direction, capacity, opening hours etc	500m from the school. Easiest way to access the site would be via Dorchester Road and either through the pupil entrance on Dorchester Road, or on to Midmere Avenue and through the main school entrance. School operates the same opening hours as ourselves.

Lockdown Plan Checklist				
Step	Initial response	Check	Time	Signed
1.	Sound Alert – Activate lockdown procedures immediately.			
2.	If necessary, dial 999 for emergency services.			
3.	Direct all pupils, staff, parents, and visitors to the nearest safe place (this may be dependent on what and where the risk is)			
4.	Secure rooms and take action to increase protection from attack – Lock and barricade doors and windows.			
5.	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> • Sit on the floor, under tables or against the wall, but away from windows. • Keep out of sight and draw curtains to avoid detection. • Turn off lights, fans, air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological incidents) • Put mobile phones on silent • Turn off lights and computers. • Stay away from windows and doors 			
6.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
7.	Check for missing or injured staff members and pupils if it is safe to do so.			
8.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.			

Template Letter to send to parents/carers to communicate practice Emergency Lockdown Drills

[Insert Date]

Dear Parents and carers

RE: Emergency Lockdown Drill

We have reviewed our emergency lockdown procedures. Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Lockdown procedures may be activated in response to any number of situations including;

- Reported incident/ civil disturbance in the local community
- An intruder on the school site with the potential to cause harm to staff or students
- A warning being received regarding risk locally of air pollution (smoke plume, gas cloud ect.) or biological, chemical or radiological hazards.
- A major fire within the vicinity of the school
- The close proximity of a dangerous animal roaming loose
- An extreme weather event

Our school procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Teachers will be sharing this procedure with the class with the intention of the school carrying out an emergency drill to ensure that everyone is clear in what they have to do.

The drill will take place on **[Insert Date]** and will involve the children being told that **[insert scenario being used for the drill]**

Parents also have a role to play in lockdown procedures, should a lockdown take place parents and carers are asked:

- To be aware that calling the school for additional information could block vital lines of communication compromising safety
- Not to attend site until they are instructed to do so by either the school or emergency services, as they could place themselves in danger.
- Not to attempt to make contact with their child by calling or texting personal mobile phones, as this could place them in danger if an intruder was in the building
- To understand that the lockdown may continue for a prolonged period, extending beyond the schools normal operating hours

If you have any questions about the schools lockdown or emergency procedures and associated drills please contact **[Insert Details]**.

Thank you for your co-operation

Headteacher