



SIR THOMAS
FREMANTLE
— SECONDARY SCHOOL —

Lockdown Procedure

2024 - 2025

DRAFT

NAMED PERSON	Francis Murphy
ATTACHED COMMITTEE	Full Governing Body

LAST REVIEW DATE	March 2024
REVIEW CYCLE	1 Year
NEXT REVIEW DATE	March 2025

Mrs S Driscoll – Chair of Governors	Mr F Murphy – Head Teacher
Signed:	Signed:
Date:	Date:

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher (Assistant Head in head absence)	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	07701 039954
Deputy headteacher	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.) Communicate with parents/carers.- to be assigned to the office manager/staff	07779 114227
School Business Manager	Contact the Police and Local Authority if necessary.	07841141625
Headteacher PA/Office Manager	To contact (email, Teams, TVs as appropriate) all staff to advise of the current lockdown position. To inform those teachers that are outside of the school grounds to stay away until the all clear message is received.	
Teachers and support staff	Direct pupils to nearest safe space. Remain in classroom or other place of safety. Lock doors & windows. If door does not lock barricade with tables. Take register and stay with pupils. PE – if offsite PE staff to be contacted by the heads PA/Office and remain away from site until safe to return.	<i>Needs a school phone/means of contact when off school site</i>
Site manager/Site Assistant	Make sure all access points are secured. Rob /Chris	07803 857294

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> • Partial lockdown – internal messages, TVs, radios, word of mouth • Full lock down - Dedicated 'lockdown' alarm tone (e.g. 2 sets of 5 – 3 second bursts of school bell) 	<ul style="list-style-type: none"> • Internal message systems – from Headteacher/Deputy Head/SLT from office • Word of mouth – office to send runner/s around the school once safe and instructed by HT/DHT/SLT • Emergency services all clear

Security lockdown plan

<p>Our safe assembly points</p>	<ul style="list-style-type: none"> • classrooms • the hall • sports hall • offices • Visitors – stay with the staff member they are visiting – for contractors/maintenance etc make their way to the school office or nearest safe space. • pollution or a gas cloud in the area – whole school - sports hall • Intruder on the premises would mean making staff and pupils safe in individual classrooms. • In school incident – move staff and pupils to the next safe classroom
<p>Suitable locations depending on the type of threat</p>	
<p>Secure entrance and exit points</p>	<p>Site team to secure main entrance doors and exits. Staff to secure doors & windows in the safe space they are in.</p>

<p>Bring pupils inside</p>	<ul style="list-style-type: none"> • The lockdown alarm will signal that all students must enter the building and to find a safe location to hide. This will be under the supervision of the staff members. • If the alarm sounds during social times Duty Staff must assume responsibility for the students who are outside and muster them to a safe place via the nearest entrance. • Students who are outside using the ASTRO/COURTS with PE teachers, should quickly return inside to the sports hall. • Catering staff to remain in the kitchen and close the shutters • If exams are taking place, then they should remain in the location of the exam.
<p>Steps to increase protection</p>	<ul style="list-style-type: none"> • Lock and screen doors – screen where possible • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
<p>Internal communication during a lockdown</p>	<ul style="list-style-type: none"> • Teams messaging • Emails • texts • displaying messages or instructions on TVs (think about whether they can be seen by an intruder). <p>Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
<p>Communication with parents/carers during a lockdown</p>	<p>Where possible a text message will be sent to all parents informing them about the incident, providing reassurance. Parents will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>

<p>Arrangements for pupils or staff with additional needs</p>	<p>Staff will need to prepare these students well when conducting lockdown drills so that in the event of an actual lockdown they are accustomed to the practice.</p>
<p>Lockdown duration</p>	<p>Lockdown can be lifted</p> <ul style="list-style-type: none"> • once a senior member of staff <p>or</p> <ul style="list-style-type: none"> • the emergency services confirm the lockdown can be lifted
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>How will an evacuation be communicated if needed?</p> <ul style="list-style-type: none"> • Fire alarm via break glass <p>Name: TBC</p> <p>Type of venue:</p> <p>Contact name and number:</p> <p>Include useful information such as distance from school, directions, capacity and opening hours.</p>
<p>Security lockdown drills</p>	<p>Termly practice drill</p> <p>Parents/carers to be informed by email of the drill</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
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Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

Context

- 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).

- 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 severe weather event.
- Terrorist attack.

Or any other issue that the Headteacher may consider to be a threat to the academy staff and students.

Policy Circulation

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of the detailed procedures, via student bulletin, assemblies and via drills.

The school will conduct a lockdown drill at least once a term.

Parents will be made aware that school has a lockdown plan, and a copy will be available for parents on request.

In devising this policy, we have considered:

- Access to school bell controls to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts, TEAMS, Tvs etc.
- School site plan e.g. the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

Lockdown Arrangements:

There are two types of lockdown; partial and full.

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

Staff and students 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.

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

Staff and students 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. A Full Lockdown requires immediate action.

Basic principles are as follows:

Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school and by an on screen warning.

Site staff will shut and lock all external academy gates and one person will remain at reception to liaise with any services that have been contacted. Communication must take place via telephone or radio to prevent any member of staff being put at risk.

Students who are outside of the school buildings should be brought inside as quickly as possible and those inside the school should remain in their classrooms.

All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms. Internal classroom doors should also be locked.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their school iPad.

Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

If necessary, parents should be notified as soon as it is practical to do so via the school'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.

Partial Lockdown

Alert to staff: 'Partial Lockdown'. This message will be shared via online communication, telephones, email, pop up messages on screens and via radio. **THE AUDIO ALARM WILL NOT BE SOUNDED FOR PARTIAL LOCKDOWN.**

Immediate action:

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked by caretakers.

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 Emergency Services. This will 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, air vents will 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 stay in existing classroom with staff member and if outside on astro/courts head towards Sports Hall.

External doors locked.

Classroom doors locked (where a member of staff with key is present). If there is no way to lock an area use large objects to barricade the doors such as tables or chairs placed under the handle to prevent the door from being opened.

Windows locked, blinds drawn, students sit quietly out of sight (e.g. under desk or around a corner)

Staff and students remain in lock down 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 (email and/or text via iPad and phones) but not make unnecessary calls to the reception office as this could delay more important communication.

Where staff have access to an internal e-mail system then they could access their account and await further instruction.

If a Lockdown is initiated during any social time it will automatically be a full lockdown to uphold safety and order as soon as possible and as safely as possible.

Parents

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter and/or the school 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 practical. 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 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 required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support 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 to collect their children, and where this will be from.

Communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, as a school we may need to reinforce the message 'the school is in a full lockdown situation'. During this period the switchboard and entrances will be un-staffed, 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 decision of the Headteacher regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area