

VALENTINES HIGH SCHOOL

LOCKDOWN POLICY

To be read in conjunction with the Security Policy and Fire Evacuation procedures

Approved at Finance Committee in May 2019 and for approval by the Governing Body in July 2019.

For review in the Autumn term 2019

1. Introduction

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, students and all persons in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 staff and pupils 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, e.g. air pollution (smoke plume gas cloud etc.)
- A major fire in the vicinity of the school

Signals	
Signal for Lockdown	Alert Message via the Public Announcement system
Signal for all clear	All clear message via the Public Announcement system.

Lockdown	
Rooms used for Lockdown	All classes to stay in their own classrooms
Entrance points e.g. doors, windows should be secured and locked	External doors Fire doors Internal doors All windows Shutters
Communication arrangements	Public Announcement system (PA) Walkie-Talkies Email Mobile phones Internal phones
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site

The Incident Management Team consists of the following staff who will report to the main office upon activation of Lockdown:

Executive Lockdown Leader – Headteacher

Back up ELL – Deputy Headteachers

Lockdown Leaders:

School Finance and Business Manager

Premises Manager

Office Manager

First Aider and Attendance Officer

Senior ICT Technician

2. Procedure

Staff are alerted to the activation of the Lockdown procedure by message via the Public Announcement system (PA).

Pupils who are outside of the school buildings are brought inside as quickly as possible; 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 locked).

Registers will be taken in the usual way if there is a computer available with SIMS on. Please send email to DL-office or make and keep a paper note if there are additional people in your room that are not on the register.

Once in Lockdown mode, if possible staff should notify the main office immediately of any students not accounted for or of additional people in their classroom.

- Staff should encourage students to keep calm
- As appropriate, a member of the Incident Management Team should establish communication with the emergency services as soon as possible
- If necessary parents should be notified as soon as it is practicable to do so via the schools 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

To facilitate the Lockdown, the school has been split into designated areas. The following Lockdown leaders have been assigned areas as part of this plan and will be responsible for ensuring that external doors are locked. If this is not practical on the day, the Lockdown leaders must remain in a safe place.

Area 1 – **Main Building** –
The Site Team

Area 2 – **Technology Block** –
2A) Room 44/45 – (SPN/SCU)
2B) Room 38/41 (ATH/NBG)

Area 3 – **Art, Textiles and Food Technology Block** -
Room 46/49 (AHU/SCO)

Area 4 – **ICT/Business Studies Block** -
(ADE/ VMA)

Area 5 – **PE Block** –
(IRO/ WMA)

Area 6 – **Maths Block** -
(AMO/KJA)

Area 7 – **Media Block** -
(SPH/CMA)

Area 8 – **6th Form Block** -
(JHX/LCL) –

Area 9 – **Room 50/51-**
(LSM/FKA) –

3. Full Lockdown

Alert to staff: '**Full Lockdown Announcement**'

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

Immediate action:

- All students and staff return to base (classroom, or other agreed location e.g. sports/assembly/dining hall)
- External doors locked. Classroom doors locked. If unable to lock the classroom, move to a lockable room (where a member of staff with key is present). Windows locked, blinds drawn, students sit quietly out of sight (e.g. under desk or around a corner)
- Register taken – ideally via SIMS so that the attendance team can check if they have access to ICT. If not, staff member in charge of the class/group should take a paper register and if any students are missing or additional people reported to the office by email to DL-Office or phone (511).
- Staff and students remain in Lockdown until it has been lifted by the Headteacher or Incident Management Team. At any point during the Lockdown, the fire alarm may sound, if this happens it is the cue to evacuate the building.

During the Lockdown, staff will keep agreed lines of communication open and not make unnecessary calls to the main office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet
- Group call – staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

4. Partial Lockdown

Alert to staff: '**Partial Lockdown Announcement**'

'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.

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 students in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to the nearest classroom.
- All staff and students remain in the building and the external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.

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 Incident Management Team.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

In the event of an actual Lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. 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 needed for contacting emergency providers
- Do not come to the school. They 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 and collect their children, and where this will be from.

The communication with parent's part of the plan 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, **it may also be prudent to reinforce the message '...the school is in full Lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...**

5. 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 Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend, and family outside of the cordoned area.

6. Monitoring

The Lockdown policy will be tested on an annual basis and reported to the Finance and Resources Committee.