



Hayes School **(Part of the Impact Multi Academy Trust)**

Policy Document

Policy name:	Lockdown Procedure
Date of Last Review:	Autumn 2024
Date of Next Review:	Summer 2025
SLT Responsible:	Head of School /Facilities Manager



Lockdown Procedure

(to be used in conjunction with the Major Incident & Business Continuity Plan)

Aim

This policy has been created to ensure that staff and students know what to do if there is a hazard on the school premises or outside the school that requires them to be locked within the school buildings for their own safety. In line with the School's Health & Safety Policy, the school will, as far as is reasonably practicable, take steps to ensure the safety of all students, staff and visitors to site.

Purpose

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 students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff and visitors. A lockdown occurs when circumstances dictate that the safety of students and staff is better ensured inside school buildings, with doors and windows locked and blinds/curtains drawn. Students will be moved away from windows and doors for prime safety. This could occur as a result of a chemical spill, major fire, weapons crisis, civil disturbance in the local area or a serious accident on-site requiring good access for emergency services.

Staff will remind students of the lockdown procedure during tutor time at the beginning of each school year. There will be at least one lockdown practice, **for staff only**, during the first few weeks of each school year.

In line with the school's Major Incident & Business Continuity Plan, the Incident Management Team will be convened who will:

- Take overall responsibility for co-ordinating the lockdown. This will include the members of SLT (radio channel 2), the Facilities Manager (radio channel 3) and the Network Manager (radio channel 7), but will be dependent on the situation at the time.
- We will communicate internally and externally with relevant agencies.
- Hold a review meeting after each practice and instigation of this procedure.

When lockdown may be required

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 school).
- A call or intelligence received at Reception of a potential threat.
- An intruder on the school site (with the potential to pose a risk to students and staff in school).
- 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.
- The close proximity of a dangerous dog roaming loose.

- Serious accident on-site requiring good access for emergency services or restricted access for students

Lockdown Procedure

While students are in lessons:

- Staff will be alerted to the activation of the plan via NetSupport Notify software (accessible to key members of the Incident Management Team). Senior staff will be alerted by radio.

CODE Amber = PARTIAL LOCKDOWN a partial lockdown means that all students and staff should return to the building to a safe classroom/area or to remain where they are. No one will be permitted to enter or leave the buildings. During a partial lockdown, teaching and normal work processes can continue until the "All clear" is given. Staff should remain on alert for further information or progression to CODE Red.

CODE Red = FULL LOCKDOWN A full lockdown means that students and staff must stay where they are and may not exit or enter a classroom. If people are in a corridor or outside the school buildings, they must go into the nearest classroom/office.

Windows should be shut and blinds closed where possible

Doors should be locked and barricaded.

Students and staff should remain away from doors and windows, as far as possible

NB. If the threat involves unauthorised persons then doors should be locked or barricaded.

CODE Green = All clear (normal activities can resume)

While students are in lessons:

- Staff will then ensure all students remain in classroom. Staff should encourage students to remain calm.
- Site staff will go to all gates and lock them immediately as well as taking them off hydraulics to ensure they remain closed as long as this does not put them at personal risk. They will then lock all entrances and exits to buildings.
- The Principal or most senior member of staff on site or a member of the Incident Management Team will establish communication with the emergency services.
- Parents will be notified as soon as practicable via email/text messaging.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, a further NetSupport Notify message will be sent across the school network with instructions of where students, staff and visitors are to muster. Senior staff will communicate via radio.
- Communication with teachers working with students outside school buildings will need to take place by senior staff and/or members of the site team, without putting anyone

at personal risk.

This will consist of a series of whistles (repeated short blasts on a whistle)

While students are at break/lunchtime:

- In the event of a lockdown during break or lunch, senior staff will be contacted by radio and they will move all students to their next lesson if possible or failing that to the nearest building. All staff should return to their classrooms to supervise their class. No one should put themselves at personal risk in attempting to carry out this instruction.
- Once in classrooms staff should ensure students remain there with doors and windows closed and locked and with blinds closed where possible. All students must remain at their desks and away from doors and windows. If the threat involves unauthorised persons then doors must be locked or barricaded. Staff should encourage students to remain calm.
- Registers should be taken and senior staff advised by e-mail of any missing students.
- Site staff will go to all gates and lock them immediately as well as taking them off hydraulics to ensure they remain closed as long as this does not put them at personal risk. They will then lock all entrances and exits to buildings.
- The Head of School or most senior member of staff or member of the Incident Management Team on site will establish communication with the emergency services.
- Parents will be notified as soon as possible via email/text messaging.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, a further NetSupport Notify message will be sent across the school network with instructions of where students, staff and visitors are to muster or if appropriate the fire alarm will be sounded. Senior staff will communicate via radio.

It is important that the school's lockdown procedures are familiar to all members of staff. To achieve this a lockdown practice should be undertaken at least once a year. Students should also be aware of the plan.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter. 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 their 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 providers' 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 come to get their children and where this will be from if necessary.

Parents will be told:

'.. the school is in a 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 decision of the Principal regarding the timing of communication to parents.

The Emergency Service member in charge will evaluate the situation and notify the Principal when the school is safe and/or if any further action is needed.

Removing the Lockdown

When the Head of School and the Emergency Service member in charge of operations confirms the lockdown can be removed, Code Green will be communicated to all staff. Senior staff may additionally go immediately to classes and inform staff and students.

The normal school day will commence immediately to limit the disruption that has taken place previously if possible or arrangements will be made for parents to collect students.

Staff Training

Lockdown procedures will be included in the School's Induction Programme, including the use of communication channels. There will be a lockdown practice for staff at the beginning of the academic year.

Review

Following any lockdown, a full review will take place which will include SLT, the Incident Management Team and a report to the Governing Body and Board of Trustees. The Head of School in conjunction with the Executive Headteacher will decide whether it is appropriate to write home to parents.

Appendix 1

The various emergency situations and scenarios the School could experience, make it impossible to set definitive instructions for each possible scenario. It is hoped that the procedures and general guidance below, will aid staff to make sensible and informed decisions on the best course of action as required.

1. Students' use of mobile phones.

While we have a 'No mobile phone' policy in school buildings it is accepted that in an extreme emergency situation students are going to try to use phones to contact parents. In a 'partial lockdown' students should not be made aware that an incident is occurring as far as possible, and normal lessons should continue, with staff on alert.

It is important that, unless there is an obvious situation directly in view, staff should do their best to maintain a calm environment, passing on as little information as possible. Use of phones by students to contact parents should be discouraged but it is accepted as impossible to control in extreme situations. The school will manage communication with parents.

2. Emergency messages to staff.

There is no fail safe way to ensure that all staff see the message that will be sent via PCs to notify of a Code Red or Amber Lockdown. For this reason it is important that all staff are vigilant and aware of others close by. Where possible, staff should check with classes next door that messages have been seen (NOT in cases where there is obvious danger).

SLT radios will be used to communicate around the building to ensure that the message is communicated as quickly as possible to those inside and outside the building. The Sports Hall and MPH will be used for students out on the sports pitches.

Site staff all carry whistles to alert any PE staff that may be teaching outside of the school buildings.

3. Break and Lunchtime arrangements

SLT radio communication will be used to get messages of an emergency to staff on duty. The whistles will be blown and students brought into the building. Students in the restaurant should move into the hall if it is unsafe to return to classrooms. Where at all possible staff should try to return to their appropriate classrooms.

4. Reception arrangements.

In many emergency situations, reception staff are likely to be the first to know – e.g. Intruder on site or phone communications. Each situation will be different and should be dealt with in the most appropriate way at the time. Communication of a situation to SLT or nearby staff can be by telephone or two way radio.

Students in the sick bay should remain and medical issues dealt with as appropriate. Access to medicines for students will be dealt with according to the emergency. It may not be possible to access medicines in an extreme lock down situation. If an evacuation of the building

becomes necessary (also during an emergency evacuation) students unable to walk should use the wheelchair and be evacuated via the normal exits.

During a full lock down situation, waiting visitors or parents should be escorted to the safety of Reception or nearby office or classroom.

5. General things to do and remember

- Staff should ensure PCs are on and visible and remain vigilant to the possibility of an emergency message being sent via NetSupport Notify.
- Staff should do their best to maintain a calm, normal environment only divulging information to students that is absolutely necessary at the time.
- Be aware of others around you and ensure, where possible, that everyone is aware of the situation.
- Ensure you have a key to hand at all times. It is the responsibility of all staff to know how, and have the appropriate means to lock their doors if required.

If your room is not lockable then in an emergency students should be escorted to the nearest rooms that are lockable unless this puts them in further danger.

External doors will be locked by the Site Team depending on the circumstances at the time and only if it is safe to do so.

Key staff have the responsibility to send Lockdown messages to staff and follow up with information as it becomes available. However, depending on the situation at the time other means of communication may have to be used. Please ensure that all instructions you are given, by whatever means, are followed quickly and efficiently at the time.

There will always be a full debrief after an incident where staff can raise concerns and suggestions. It is not appropriate to try to do this during an incident.

Appendix 2 – Lockdown Procedure

Step	Initial Response	Check	Time	Signed
1	Inform Head of School/ Senior Deputy Headteacher who will contact the Executive Headteacher			
2	Convene Incident Management Team			
3	Decision re: partial/full lockdown assessing situation and risks			
4	Use signal to initiate lockdown and communicate with senior staff/site team			
5	Communicate with students and staff outside school buildings with a series of whistles. Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safe space.			
6	Ensure that students who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view.			
7	Secure all entrance points to the specified assembly rooms. <ul style="list-style-type: none"> • External doors • Fire doors • Internal doors • All windows • Air Vents (in the case of fire or air pollution) 			
8	Dial 999 for each emergency service that the incident requires			
9	<p>Actions to be taken by staff working with children:</p> <p>Code Red</p> <ol style="list-style-type: none"> 1. Lock classroom door(s) 2. Close windows 3. Block access points. Put table against door. 4. Keep out of sight and draw curtains/blinds to avoid detection. 5. (Turn off lights if no blinds/curtains) 6. Stay away from windows and doors, as far as possible 7. If instructed, sit on the floor, under tables or against wall. 8. Students to turn off all mobile phones and electronic devices. 9. Switch on PC and log in to email – ensure messages are not visible to students. 10. Make sure colleagues are aware of lockdown if possible without putting yourself at risk. 11. Site team to secure gates and lock buildings if possible without putting themselves at risk. <p>Code Amber</p> <ol style="list-style-type: none"> 1. Lock classroom door(s) 2. Close windows 3. Switch on PC and log in to email – ensure messages are not visible to students. 4. Make sure colleagues are aware of lockdown if possible without putting yourself at risk. 			

10	Ensure that all students and staff members inside the specified assembly room/safe place are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.			
11	Check for missing or injured staff members and students if it is safe to do so.			
12	Remain inside the specified assembly rooms/safe space until the all clear signal (Code Green) has been given or unless told to evacuate by the Incident Management Team or the emergency services.			
13	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.			
14	<p>Bromley LA to be advised:</p> <p>David Tait, Emergency Planning and Corporate Resilience Lead David.Tait@bromley.gov.uk Tel: 020 8313 4224 Emergency.Planning@bromley.gov.uk Tel: 020 8313 4388</p> <p>Jared Nehra, Director of Education Jared.nehra@bromley.gov.uk Tel: 020 8313 4501</p> <p>Rob Bollen, Head of Strategic Place Planning Robert.bollen@bromley.gov.uk Tel: 020 8313 4697</p>			