



DIOCESE OF CHICHESTER  
ACADEMY TRUST

## Lockdown Procedure

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<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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## 1. Introduction and context

This policy is intended to ensure that students and staff are safe in situations where there is a threat in the academy grounds or outside the academy that requires students and staff to be locked within buildings for their own safety. This policy must be adapted to the local academy site(s) and it is expected that a 'lock down' drill will be carried out and recorded at least annually.

## 2. Scope

This policy applies to employees, volunteers, parents/carers, students, and people visiting the academy site. It covers the procedures and personnel responsible when the academy is required to go into lockdown.

## 3. Guidelines

### 3.1 Lockdown Guidelines

The DCAT Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- a) A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
- b) A dangerous individual in the locality.
- c) An intruder on an academy site with the potential to harm students, staff and visitors.
- d) A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- e) A major fire in the vicinity of the academy sites.
- f) The close proximity of a dangerous dog roaming loose.
- g) Serious accident on-site requiring good access for emergency services.

Copies of this policy will be disseminated via N2K and Sharepoint.

### 3.2 Testing of the policy

The Chief Executive Officer or Head of Operations, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads and Deputy Heads will remind students of the lock-down procedure during a whole school worship in Term 1 of each new academic year.

### 3.3 Communicating with the DCAT Executive Leadership Team (ELT), the media and external stakeholders

As soon as a lockdown or partial lockdown is declared the Head of Operations should report this directly to the Chief Executive Officer and the ELT.

Any media interest should be logged and reported in to DCAT ELT ([contact@dcac.academy](mailto:contact@dcac.academy)). The ELT will then support you with any media handling, to enable the academy to stay focused on supporting students and staff on the ground. Trust Central staff can also support to draft correspondence to parents and local stakeholders as appropriate.

## 4. Lockdown procedure

In the event of an emergency, the Head Teacher or Deputy Head Teacher (with support and guidance from the ELT) will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, DCAT and the local authority are immediately informed of the situation.

## 5. Partial lockdown

Partial lockdown should be seen as a precautionary measure which puts the academy in a state of readiness should a situation escalate, whilst retaining a degree of normality.

### 5.1 Alert

Alert to all staff: **“Partial Lockdown is signalled by three short rings on the fire bell”**

The facility to pulse the fire bell is possible from the fire alarm control panel in the electrical cupboard by the door to the hall. The key to this cupboard is kept in the secretary’s office. This alarm may need to be signalled as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors in any of the academies. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### 5.2 Immediate Action

- a) All outdoor activity to cease immediately with students and staff returning indoors. This will be signalled by three short rings on the fire bell and in addition to this the ringing of the playground bell.
- b) All students and staff to remain indoors and external doors and windows to be locked.
- c) Free movement may be permitted within the building, dependent upon the circumstances.
- d) Register taken – the school secretary or in her absence a member of the office staff will contact each class in turn for an attendance report if this is possible.
- e) Full headcount of all staff, pupils, visitors and anyone else on site.

All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform students (if they are old enough to understand).

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 6. Full lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown (for example when an intruder is within the academy grounds).

### 6.1. Alert

Alert to staff: **“Full Lockdown is signalled by the continued pulsing of the fire bell.”**

The facility to pulse the fire bell is possible from the fire alarm control panel in the electrical cupboard by the door to the hall. The key to this cupboard is kept in the secretary's office.

## **6.2. Immediate action**

- a) All students return to their classroom and then to be taken to the school hall. (in the case of an intruder this may need to be the nearest room and then a move to the school hall).
- b) External doors locked.
- c) Classroom doors locked, where a member of staff with key is present.
- d) Windows locked and blinds drawn.
- e) Students sit quietly out of sight (e.g. under desk or around a corner).
- f) Register taken – the school secretary will contact each class in turn for an attendance report if this is possible.
- g) Full headcount of all staff, pupils, visitors and anyone else on site.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the continuous ringing of the fire alarm.

During the lockdown, staff will keep agreed lines of communication open.

## **6.3. Communication channels**

Examples of discreet communication channels might be:

- a) Where staff have access to their internal email and can access their e-mails contact will be made via e-mail and messages can be sent to SLT using e-mail as well. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- b) The academy also has access to Teachers2Parnts and there is a staff group within this so text messages and e-mail can be sent from this service as well as a back-up to communicate instructions during a lockdown or emergency situation.

## **7. 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 academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Trust regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

## **8. Communication with parents and carers**

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety. This will be done using Teachers2Parents as class and family groups are set-up to be able to action this quickly.

## 8.1. Information to share with parents and carers

Parents and carers should be given enough information about what will happen so that they:

- a) are reassured that the Trust understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- b) do not need to contact the Trust as calling the Trust could tie up telephone lines that are needed for contacting emergency service providers,
- c) do not come to the academy as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- d) wait for the academy to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the academy 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 academy is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out..."

## 9. Circumstances which may warrant a lockdown procedure

- a) A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
- b) A dangerous individual in the locality.
- c) An intruder on the academy site with the potential to pose a risk to students, staff and visitors.
- d) A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- e) A major fire in the vicinity of the academy.
- f) The close proximity of a dangerous dog roaming loose.
- g) Serious accident on-site requiring good access for emergency services.

## 10. Lockdown situations when away from the academy

The academy will also plan for what would happen if a lockdown situation should arise when a group is away from the academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The academy will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip. Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

## **11. Multiple Staff Absence**

There may be occasions when there is multiple staff absence due to a severe virus, through other illnesses or through the impact of off-site accidents in which several members of the staff have been hurt. If there is insufficient staff to open the school parents will be informed as soon as possible. Guidance will be sought from the Members of the Trust Executive Board, and/or the Local Authority as to whether there is any possibility of staff from within the Trust or neighbouring schools being brought in at short notice to enable learning to continue in school. All possibilities will be looked into to ensure the school functions as normally and as soon as possible.

## Appendix A: Sedlescombe Church of England Primary School Full Lockdown Procedure

Lockdown Procedure Management and Control	
Nominated person	Responsibility
Senior Leadership Team member.	Initial contact with the emergency services
Senior Leadership Team member via Teachers2Parents.	Liaison with parents
All staff	Pupil control

  

Signals	
Signal for partial lockdown	Three rings on the fire bell.
Signal for full lockdown	Constant pulsing on the fire bell.
Signal for all-clear	Announcement to all staff / text message.

  

Lockdown	
Specified assembly room	Partial lockdown assemble in classroom with doors and windows locked. Full lockdown assemble in school hall.
Entrance points	All internal Academy doors.
Communication arrangements	<ul style="list-style-type: none"> <li>▪ E-mail system</li> <li>▪ Mobile phones</li> <li>▪ Teachers2Parents e-mail / text service</li> </ul>
Notes	In a lockdown situation all staff should make sure they have access to a mobile phone /iPad/ laptop to aid communication

## Lockdown Procedure

Step	Initial response	Check	Time	Signed
1	Ensure all students are inside the specified assembly room or closest safe space.	<input type="checkbox"/>		
2	Secure all entrance points to the specified assembly room. <ul style="list-style-type: none"> <li>▪ External doors</li> <li>▪ Fire doors</li> <li>▪ Internal doors</li> <li>▪ All windows</li> <li>▪ Air vents (in the case of fire or air pollution)</li> </ul>	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4	Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safe space.	<input type="checkbox"/>		
5	Ensure that staff members act to increase protection from further danger: <ul style="list-style-type: none"> <li>▪ Block access points.</li> <li>▪ Sit on the floor, under tables or against the wall.</li> <li>▪ Keep out of sight and draw curtains to avoid detection.</li> <li>▪ Turn off lights.</li> <li>▪ Stay away from windows and doors.</li> <li>▪ Staff to ensure all mobile devices are available and on silent.</li> </ul>	<input type="checkbox"/>		
6	Ensure that all students and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access, or the assembly room becomes unsafe.	<input type="checkbox"/>		
7	Ensure that students who are outside the Academy 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.	<input type="checkbox"/>		
8	Check for missing or injured staff members and students if it is safe to do so.	<input type="checkbox"/>		
9	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
10	If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under guidance from the emergency services.	<input type="checkbox"/>		