

# Brookvale Groby Learning Campus

*part of the Brookvale Groby Learning Trust*



## LOCKDOWN PROCEDURE

Date of Review: May 2024

Date of Next Review: May 2026

## **Background**

The Head Teacher is responsible for developing effective Lockdown Procedures. This Lockdown Procedure should be read in conjunction with the Academy's Emergency Plan. These plans are to be outlined to staff and students at least once a year.

Lockdown procedures should be seen as a sensible and proportionate response to an external or internal incident that has the potential to pose a threat to the safety of staff and students in the Academy. Lockdown procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

The decision to lockdown should only be taken by the Head Teacher or their nominated Deputy either following a direct instruction from the emergency services, or in response to a direct and immediate threat.

## **When to initiate Lockdown**

The Lockdown procedures may be initiated in response to a wide range of situations that have the potential to pose a risk to staff and students in the Academy; some of the more typical might include:

- A reported incident / civil disturbance in the local community.
- An intruder on the Academy site.
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.).
- A major fire in the local community.

## **Lockdown Arrangements**

Any lockdown will be communicated via walkie talkie and word of mouth utilising the Pastoral & Senior Leadership Teams. The sounding of the school bell 3 times may also be used to indicate a lockdown. However it is recognised that in some circumstances - eg Intruder on site this may not always be possible. On the initiation of lockdown all walkie talkie users should switch to channel 4.

## **Partial Lockdown**

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

## **Immediate actions**

- All outside activity to cease immediately; students and staff move indoors to their classroom as quickly as possible.

- All staff and students remain in the building, external doors, windows and window vents to be locked.
- The teacher in each location should register and report to the reception/attendance teams on any missing students or staff.
- Sweeping procedure to take place in all areas other than classrooms by the Pastoral and Senior Leadership Teams.
- Turn bells off.

Once the register has been taken:

- Free movement may be permitted within the building depending upon circumstances.
- All situations are different, once all staff and students are safely inside, senior staff are to conduct a thorough Risk Assessment; this may be based on advice from the Emergency services. This should then be communicated to staff and students. 'Partial Lockdown' is a precautionary measure, but puts Academies in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- In the event of an air pollution threat, windows and window vents should be closed and air conditioning units turned off as an additional precaution. The Emergency services will provide advice on the best course of action.

### **Full Lockdown**

This signifies an immediate threat to the Academy from terrorist, firearm and weapon attacks and may be an escalation of a partial Lockdown. Responsible adults should consider the safest option, is there a safe route to run? Can you get there without exposing yourself to greater danger? Insist others leave with you. If you can't run, HIDE.

- Where practicable, all students, staff, visitors and contractors should remain in their classroom / office / base. If they are away from their base they should go to the nearest lockable room.
- All staff based at the main reception to move to the internal office.
- External and internal doors are to be locked where possible. Where it would be safe to do so teachers may move a class into another room that could be locked including joining another class.
- Windows are to be locked, blinds drawn and lights turned off.
- Students are to sit quietly out of sight; e.g. under desks, not in line with the door. They should be instructed not to use mobile phones.
- The teacher should take the register quietly and where necessary dial 999.
- An immediate search is to be initiated by the site staff if it is safe to do so.
- Staff and students remain in Lockdown until it has been lifted by the Headteacher, Site Manager or Emergency services. The code word to lift the lockdown will be 'Mr Sands'.
- During the lockdown, staff will keep agreed lines of communication open; e.g. access to emails, walkie-talkie, computer.

### **Subsequent actions:**

- Staff should remain calm and stay with their group of students and await further instruction.
- If required the Site Manager or a nominated member of staff should establish communication with the Emergency services as soon as possible.
- The Head Teacher should inform the Board of Trustees as soon as possible.
- If required, the Head Teacher should notify the Local Authority.
- If necessary the Head Teacher should notify parents as soon as practicable via the Academy's established communication system. See further guidance below.
- Students will not be released to parents during a Lockdown.
- At any point during the Lockdown, the fire alarm may sound. Staff will need to dynamically risk assess the circumstances to determine whether an evacuation is appropriate - sometimes intruders may trigger alarms to bring people out from their safe places. In the event of the Fire Alarm being legitimately sounded this is likely to be accompanied by verbal instruction from senior staff.
- The following signal will be used to signify the end of the lockdown: Verbal instruction from the Head Teacher or Site Manager quoting 'Mr Sands'.

### **Bomb Threat**

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception / office staff receiving the call try to record as much information as possible to pass onto the police. The call should then be reported to the Police and Head Teacher.

If the decision is made to evacuate the buildings students should be taken to the upper school field by their teachers and lined up in single file lines facing away from the building and not usual fire assembly lines.

### **Communication between parents / carers and the Academy**

In the event of a Partial or Full Lockdown, it is strongly advised that any incident or development is communicated to parents as soon as practicable. It is obvious that parents will be concerned; however, regular communication of accurate information will help to alleviate undue anxiety. This information should only be released by an appointed spokesperson acting on behalf of the Head Teacher or nominated deputy.

Parents / carers should be given enough information so that they:

- Are reassured that the Academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety. It may also be prudent to reinforce the message; 'The Academy is in a Full / Partial Lockdown situation. During this period the switchboard and entrances may not be staffed, external doors will be locked and, with the exception of the Emergency services, nobody will be allowed to enter or leave the site'.

- Do not need to contact the Academy. Calling the Academy could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the Academy. They could interfere with emergency provider's access to the site and may even put themselves in danger.
- Know how to access the latest information. Explain to parents that the website will be used to provide updates.
- Wait for the Academy staff to contact them about when it is safe for them to collect their children, and from which location.

## **Emergency Services**

It is vital to keep lines of communication open with the Emergency services as they are best placed to offer advice as the situation unfolds. The Academy site may or may not be cordoned off by the Emergency services depending on the severity of the incident that has triggered the Lockdown. The Emergency Services will retain primary control over the situation; however, they will support the decision of the Head Teacher regarding the timing of communication to parents / carers.

## **Follow up actions**

It is vital that the Academy's Lockdown procedures are familiar to all members of the Senior Leadership Team, teaching staff and support staff. To achieve this, Lockdown familiarisation should be undertaken at least once a year. Students should also be aware of the plan. Parents should also know that the Academy has a Lockdown Plan; however, for security reasons, these detailed procedures should not be published on the website or via any other external media.

**This policy should be read in conjunction with the Emergency Plan which can be found in the Staff Handbook**

## **Appendix A - Lockdown Summary - for student facing staff**

A lockdown will be initiated by word of mouth using pastoral and SLT staff. Where appropriate the sounding of 3 bells may be used to initiate a lockdown.

### **1) Partial Lockdown**

- All outside activity to cease immediately; students and staff move indoors to their classroom as quickly as possible.
- All staff and students remain in the building, external doors and windows to be locked.
- The teacher in each location should register and report to the reception/attendance teams on any missing students or staff.
- Bells will be turned off
- Free movement may be permitted within the building depending upon circumstances. In the event of an air pollution threat, windows should be closed and air conditioning units turned off as an additional precaution. The Emergency services will provide advice on the best course of action.

### **2) Full lockdown**

Responsible adults should consider the safest option, is there a safe route to run? Can you get there without exposing yourself to greater danger? Insist others leave with you. If you can't run, HIDE.

- Where practicable, all students, staff, visitors and contractors are to go to their classroom / office / base.
- All staff based at the main reception to move to the internal office.
- External and internal doors are to be locked where possible. Where it would be safe to do so teachers may move a class into another room that could be locked including joining another class.
- Windows are to be locked, blinds drawn and lights turned off.
- Students are to sit quietly out of sight; e.g. under desks, not in line with the door. They should be instructed not to use mobile phones.
- The teacher should take the register quietly and where necessary dial 999.
- Staff and students remain in Lockdown until it has been lifted by the Headteacher (or someone deputising for them), Site Manager or Emergency services. The code word to lift the lockdown will be 'Mr Sands'.
- During the lockdown, staff will keep agreed lines of communication open; e.g. access to emails, walkie-talkie, computer.
- Staff should remain calm and stay with their group of students and await further instruction.
- At any point during the Lockdown, the fire alarm may sound. Staff will need to dynamically risk assess the circumstances to determine whether an evacuation is appropriate - sometimes intruders may trigger alarms to bring people out from their safe places. In the event of the Fire Alarm being legitimately sounded this is likely to be accompanied by verbal instruction from senior staff.
- The following signal will be used to signify the end of the lockdown: Verbal instruction from the Head Teacher or Site Manager quoting 'Mr Sands'.