

Policy on Lock Down Procedures

Our Motto: Aim High, Learn Together, Feel Proud

Rationale

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires a whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Prevention of Crime Act 1953
- Occupiers Liability Act 1954
- Health and Safety at Work Act 1974
- Criminal Law Act 1977
- Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981
- Local Government (Miscellaneous Provisions) Act 1982
- Police and Criminal Evidence Act 1984
- Education Act 1996
- Offensive Weapons Act 1996
- Knives Act 1997
- Data Protection Act 2018
- Management of Health and Safety at Work Regulations 1999
- Countryside and Rights of Way Act 2000
- Education Act 2002
- Civil Contingencies Act 2004
- Children Act 2004
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- NaCTSO Guidance Note 1/2015 (Crown)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that schools, academies and other educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation

Lockdown Procedures

Circumstances triggering a lockdown

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Alerting the school community

- A gas klaxon is used to alert the school community to an attack. One is kept in the school office, one is kept in the Headteacher's office and one is kept in the Building Site Supervisor's house.
- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation.
- If possible, reception staff should inform the HT immediately (DHTs in his absence; AHTs in their absence).
- HT consults Emergency Services if appropriate. HT (DHT/AHT) makes the decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Headteacher will sound the klaxon.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher. Members of staff should sound the klaxon if they are able to.

Response to lockdown alert

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms.
- Staff should lock classroom doors.
- Pupils on the school site but outside the buildings should be brought in immediately and go to their Classrooms but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high-risk incident.

If the alert occurs before school, during break or lunchtime:

Staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist pupils accompany them to seek alternative exits to the school site.

Once the pupils are inside the buildings:

- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn.
- Pupils sit quietly out of sight (e.g. under desk or around a corner).
- Staff should encourage pupils to keep calm.
- Staff should put their phones on silent and keep noise down.

- If it is necessary to evacuate the building, the fire alarm will be sounded. Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

Training

- Staff informed about lockdown policy - Staff receive a copy of the map of the school - with access points and alternative exits from the school highlighted.
- Staff training on the run, hide and tell practice (Appendix A).
- Pupils informed about lockdown procedure.
- Information to parents in a newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.

Responsibility to review document

The policy is reviewed once a year by the Executive Committee

Updated: Feb 2021

APPENDIX A

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE. Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

Hide

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.

Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

Tell

Call 999 - What do the police need to know?

Location - Where are the suspects? Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view.

Officers may

Point guns at you.

Treat you firmly.

Question you.

Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet

http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe Film for training:

<https://www.gov.uk/government/publications/stay-safe-film>