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Daubeney Academy

Lockdown Procedure

Version: Awaiting CMAT Board approval – December 2017

Context

This procedure takes into account:

- Health and Safety Policy
- Critical Incident policy
- Emergency Evacuation Policy

1. Lockdown procedure

- 1.1. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.
- 1.2. The **headteacher** will ensure that all staff members understand when and how this procedure will be implemented.
- 1.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 1.4. The **headteacher** will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- 1.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
 - A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school
- 1.6. The full lockdown procedure will be used in the event of, but not limited to, the following:
 - An intruder on the school site
 - A major fire in the vicinity of the school
 - The close proximity of a dangerous dog, or other animal, roaming loose
- 1.7. The signal given for staff members to implement the lockdown procedure is **a long short long sounding of the bell (SOS style)**
- 1.8. **Emails** and **mobile phones** will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- 1.9. Lines of communication between staff members will be kept open through the use of **emails** and **mobile phones**; however, unnecessary calls to the school office will not be made as this could delay important communication.

- 1.10. As soon as the alarm has been raised, the **school office staff** will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 1.11. In the event of **Daubeney Academy** implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.
- 1.12. Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.
- 1.13. Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 1.14. If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the designated safe area, **Sports Hall**, until the emergency services have arrived.
- 1.15. Classroom teachers are responsible for the pupils within their classroom.
- 1.16. When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.
- 1.17. **Classroom teachers** or **SLT** will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via **emails** or **mobile phone**, and an immediate search will be instigated, where appropriate.
- 1.18. Once all personnel and pupils are inside, the **senior leadership team (SLT)** will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 1.19. All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 1.20. Pupils may be asked to hide or disperse if this will improve their safety.
- 1.21. Pupils are instructed to take cover under their tables where possible.
- 1.22. In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 1.23. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- 1.24. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds

- Turning off all lights and electrical monitors expressing light
 - Instructing all pupils to either sit on the floor, under a table or against a wall
 - Ensuring all people are kept out of sight and away from windows or doors
- 1.25. All personnel will remain inside until an 'all clear' signal has been given, either via **emails, mobile phones** or by the **SLT**, or unless told to evacuate by the emergency services.
- 1.26. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- 1.27. Parents/carers will be notified as soon as it is practicable to do so via the **text messaging server and ParentMail**.
- 1.28. Pupils will not be released to parents/carers during a lockdown.
- 1.29. If it is necessary to evacuate the building, **a continuous ring of the fire alarm will be sounded**.
- 1.30. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least **once** a year.

Policy Review in line with Emergency Evacuation and Anti Terrorism Policy.

N.B. Lockdown procedures also referenced in Critical Incident policy.