# Samuel Ward Academy

# Lockdown Policy and Procedure

The school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property.

Where possible, the school will act to ensure the safety of all personnel in the setting in the following situations:

* In the event that unauthorised person(s) considered dangerous, are on school grounds.
* In instances including domestic breakdowns where estranged parties are attempting to abduct children.
* In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
* In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes

**Follow the CLOSE Protocol, which is displayed inside every classroom and office door.**

**Close all windows and doors**

**Lock up**

**Out of sight and minimise movement**

**Stay silent and avoid drawing any attention**

**Endure. Be aware that you may be in Lockdown for some time.**

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| --- | --- |
| Plan | |
| 1. Staff responsibilities | |
| * 1. **Headteacher** | *Contact emergency services. Act as central point for all information and situation management* |
| * 1. **Other staff members** | * + *Headteacher’s PA: communicate with parents to inform and reassure using standard wording in* ***3.f****.*   + *Deputy Headteachers and other senior staff: manage the corridors to encourage a clam, orderly lockdown response.*   + *Teachers and support staff with pupils: stay with pupils, reassure pupils, ensure pupils are following the steps for their protection suggested in point* ***3.d.*** *Take a register and make a list of any extra or missing students.*   + *Staff not with pupils: go to a place of safety and follow the CLOSE protocol*   + *Site manager: ensure all access points to the site are secured.* |
| 1. **Signals** | |
| * 1. **Lockdown signal(s)** | * + *Lockdown alarm delivering the following message:*   *“This is a security alert. Please remain in your classrooms and follow the lockdown procedures.”* |
| * 1. **All clear signal** | * + *Lockdown alarm stops* |
| * 1. **Evacuation signal** | * + *Text message /email to teachers* |
| 1. **Lockdown** | |
| * 1. **Assembly points** | *If a lockdown occurs during lessons, all classes should remain in classrooms with their teachers.*  *Where activities are taking place outside, students and teachers should enter the closest indoor space available to them – sports barn, sports hall, gym, changing rooms.* |
| * 1. **Entrance and exit points** | *Classroom doors should be locked from the inside. Doors into buildings should be left open. Gates onto the school site should be opened only to emergency services.* |
| * 1. **Bringing pupils inside** | *In the event of a lockdown alarm sounding at break or lunchtime, all senior leadership team and pastoral team staff will leave the buildings to manage the bringing inside of students. Students and teachers should go to their form rooms.* |
| * 1. **Steps to increase protection from danger** | * + *Lock and, where possible, screen doors*   + *Position children away from sightlines from external doors and windows, for example under a desk*   + *Turn off lights and monitors*   + *Ensure mobiles phones and electronic devices are on silent, or turned off* |
| * 1. **Internal communication** | *In the event of a lockdown, we will communicate with staff by email and text message through SIMs or a dedicated lockdown phone* |
| * 1. **Communication with parents** | *We will communicate with parents by email and text message,*  “Dear parents and carers, we are in lockdown. Your children have practiced this procedure and know what to do. We will update you as soon as we have further information*.*  Please do not ring the school as we need the phone lines to be open in order to contact emergency services. Office staff will not answer your call while we are in lockdown. Please do not come to the school. You will not be able to enter and if you do, you may be mistaken for an intruder.  We have a robust procedure in place to keep your children safe. We will inform you as soon as the situation is resolved.” |
| * 1. **Additional notes** | *Are there any pupils or staff with additional needs who need specific arrangements?*  *How will an evacuation be communicated if needed?* |

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| --- | --- | --- | --- |
| Checklist for Lockdown Drill and Full Lockdown | | | |
| **Step (Full Lockdown only in bold)** | Check | Time | Signed |
| Use signal to initiate lockdown |  |  |  |
| Ensure pupils are inside |  |  |  |
| Secure entrance points |  |  |  |
| **Contact emergency services** |  |  |  |
| **Contact Parents** |  |  |  |
| Contact staff to remind of CLOSE protocol |  |  |  |
| If safe, check for missing pupils or staff |  |  |  |
| Contact staff to sound All Clear |  |  |  |
| **Contact parents and carers to assure them of their children’s safety and thank them for their calmness and understanding.** |  |  |  |
| Review the lockdown |  |  |  |

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Lockdown Procedure

**Follow the CLOSE Protocol**

**Close all windows and doors**

**Lock up**

**Out of sight and minimise movement**

**Stay silent and avoid drawing any attention**

**Endure and be patient**