



# **LOCKDOWN POLICY AND PROCEDURES**

Date reviewed May 2017

Next review date May 2018

## **INTRODUCTION AND RATIONALE**

All of our students at Northway School have special educational needs; they have greater difficulty than other students with social understanding and communication. Therefore it is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment.

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

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)

## **LOCKDOWN PROCEDURE NORTHWAY SCHOOL**

<b>Signals</b>
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Signal for lockdown	<b>LOCKDOWN ALARM</b>
Signal for all-clear	<b>ALL CLEAR SIGNAL</b>

<b>Lockdown</b>	
Rooms most suitable for lockdown	<b>ALL CLASSROOMS ARE SUITABLE FOR LOCKDOWN</b>
Entrance points (e.g. doors, windows) which should be secured	<b>CLASSROOM DOORS AND WINDOWS TO BE SECURED-THUMB LOCKS AND TOP LOCKS ON ALL DOORS</b>
Communication arrangements	<ul style="list-style-type: none"> <li>• <b>CLASSROOM TELEPHONES</b></li> <li>• <b>MOBILE PHONES</b></li> <li>• <b>INSTANT MESSAGING AND EMAILS FROM TEACHERS</b></li> <li>• <b>LAPTOPS IF POSSIBLE</b></li> </ul>
Notes	<b>IN THE CASE OF AN EVACUATION THE SCHOOL WILL EVACUATE VIA THE CLASSROOMS TO THE SCHOOL FIELD VIA THE BACK GATE IN THE PLAYGROUND</b>

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

<b>Initial response - lockdown</b>
Ensure all pupils are inside the school building and locked in classrooms or other lockable rooms.
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
Dial 999. Dial once for each emergency service that you require.
Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Draw curtains / blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors.</li> <li>• Put mobile phones on silent.</li> </ul>
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
If possible, check for missing / injured pupils, staff and visitors.
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

- Staff will be alerted to the activation of the plan by the “Lockdown” alarm.

- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- Those inside the school should remain in their classrooms. Windows are locked, blinds drawn and students sit quietly out of sight (under desks).
- Register taken/head count-the office will contact each class in turn for an attendance report via classroom telephones.
- Staff should encourage the students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- During the lockdown, staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the school office as this could delay more important communication.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building-evacuation on to the school field.
- Staff and students remain in lockdown until it has been lifted by the Lockdown all clear alarm/ a senior member of staff / emergency services.
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- Students will not be released to parents during a lockdown.
- It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.
- To achieve this, a lockdown drill should be undertaken at least once a year.
- Depending on their cognitive ability, students should also be aware of the plan.
- School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

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

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

**Parents will be told via fast sms by the Office Manager when it is safe to do so;**

'...the school is in a lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not telephone the school as we need these lines of communication available to liaise with emergency services...'

### **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. This will be co-ordinated by the Headteacher. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.