



CONNECTED LEARNING Lockdown Procedures

Document Detail	
Category:	Premises Management
Authorised By:	CL Board of Trustees
Status:	
Executive Chair of Board Signature	
Date Approved:	28.1.16
Next Review Date:	Every 3 years – 27.1.19

Each academy school must enter details as relevant to them where indicated in red

LOCKDOWN PROCEDURES

INTRODUCTION

This document has been produced to inform all parties of their duties and requirements should a complete lockdown be required at an academy school as part of the Connected Learning MAT.

PURPOSE/STATEMENT

The Academy recognises its duties to prepare and plan for serious security incidents or unexpected situations that may require a full lockdown on the Academy premises. Any lockdown will need to be managed and controlled in order to maintain the Health and Safety of all occupants in the Academy building.

DEFINITION

This is the process of controlling the movement of access and egress of all people around the Academy site in response to an identified threat or hazard that may impact the security and safety of people or assets. The aim of the lockdown is to exclude and/or contain people for their own safety. A lockdown is achieved through the combination of physical security measures and the deployment of personnel.

RESPONSIBILITIES

The Headteacher has the authority to declare a full lockdown on site, upon their absence the Deputy Headteacher or the senior member of staff on duty will take full control. In such cases of the Headteacher not being on site they must be contacted as soon as practicable.

EMPLOYEES

All senior staff must be aware of lockdown procedures and full training will be given to all employees to make them aware of the lockdown arrangements for the site, all staff must know what action to take in an emergency.

FULL LOCKDOWN PROCEDURES

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

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils on the premises)
- An intruder on the School site (with the potential to cause risk to pupils and staff)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Please indicate below your arrangements – those below relate to PHA:-

*The new alarm signal, differing from the fire alarm bell, will be sounded from one of four activation points if a threat is recognised. On hearing the alarm all classes must make their way quietly to the school hall. All teaching staff are responsible for locking each and every external door by the thumb bolts positioned at the top of the door. LSAs to close windows and blinds where possible. LSAs to check all toilets and quiet rooms on the way to the hall. Once in the hall the children must sit on the floor in their class groups and remain silent. Senior leaders are responsible for locking the double doors to Titchmarsh and the office area. (Keys for these doors will be hung at the top of the door and full instructions during training will be given). The Headteacher/Deputy Head/Business Manager are responsible for alerting the Police.

If for any reason the way is blocked to the hall there are several identified 'panic rooms' that can be locked from the inside. Staff can take the decision to enter these rooms and secure themselves and the pupils inside.*

Communication during lockdown procedures should be kept to a minimum but all staff are familiar with internal e-mail communication and should use this method to receive any further instructions if practical and available. Various locations around the hall are available to find a laptop.

STAND DOWN

Once the decision has been given to stand down, staff should open bolted doors first. Any signage or barriers that have been used during the process should be immediately removed to gain access to all rooms. Staff should reassure pupils and any visitor during the stand down in order to keep them clam.

TRAINING

Staff should be made aware of the schools lock down plans as part of their induction, they will also be expected to participate in lock down drills that will be carried out twice a year. Existing staff should also go through training on site to determine their role during a lock down procedure. Feedback from training will be discussed at Senior Management meetings.

*****IF THE FIRE ALARM SOUNDS DURING A LOCKDOWN THIS WILL TAKE PRECEDENCE*****

Person in control of Premises and reviewing this policy:

Name

Signature