



Lockdown Policy: Stuart Road Primary Academy

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1.0 INTRODUCTION

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school/college in the near vicinity.

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be (but not limited to):

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to pupils, staff and visitors in the school/college)
- An intruder on the school site (with the potential to pose a risk to pupils, staff and visitors)
- 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/college
- A bomb threat

2.0 LOCKDOWN ARRANGEMENTS

There are two types of lockdown: partial and full.

- Partial Lockdown - This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school/college. It may also be, as a result of, a warning being received regarding the risk of air pollution, etc. Pupils, staff and visitors should remain in the school/college building and all doors leading outside should be secured. No one should be allowed to enter or leave the building.
- Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Pupils, staff and visitors should remain in a safe

place within the school/college building and all doors leading outside should be secured. No one should be allowed to enter or leave the safe space within the building.

3.0 RESPONSIBILITIES

The Headteacher will take the role of Lockdown Manager. If the Headteacher is not on site, then the Headteacher must nominate a Lockdown Manager. The Headteacher must also ensure that there is a named Deputy Lockdown Manager in school / college (usually the Deputy Headteacher). If the Site Manager is not on site, then the Site Manager's responsibilities must be designated to another named person by the Lockdown Manager.

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher / Lockdown Manager	Decide on the type of response needed, co-ordinate the response, and record actions taken, maintain contact with the emergency services.	Mrs Britta Nicholls 01752 567668
Designated Deputy Lockdown Lead	Escort visitors to agreed safe place. Communicate with parents/carers.	Andreea Ioja 01752 567668
Teachers and support staff	Bring pupils to a classroom or other place of safety appropriate to either partial or full lockdown requirements. Take the register and stay with pupils.	01752 567668
Site Manager	Make sure all access points are secured.	01752 567668

4.0 SECURITY LOCKDOWN SIGNALS

Stuart Road Primary Academy Staff will be notified that lock down procedures are to immediately take place on being called with the appropriate code. The internal phone system will also be used by office staff who will inform adults by stating 'Attention Lock Down, Code: This will start with Early Years, then kitchen staff, Year 1 to Year 6.

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Code O Incident outside the school	Lockdown over/threat cleared
Code P Incident in the playground	
Code R Incident in the Office/Reception	
Code S Incident inside the school	

5.0 SECURITY LOCKDOWN PLAN

Each school and college must consider the action points listed in the sub-sections below and complete the tables to devise a security lockdown plan, bespoke to its site and occupant needs.

5.1 Safe Assembly Points

Each school / college must identify where pupils and staff should be locked down or shelter. This could be classrooms, the hall, sports hall or offices. You should designate somewhere for visitors to lock down. Specify suitable locations depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall or sports hall, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.

Please enter your safe assembly points for partial and full lockdowns in the table below:

Partial Lockdown Safe Assembly Points

Staff will be notified that lock down procedures are to immediately take place on being called with appropriate code. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN', and then the appropriate CODE: This will start with EYFS, then kitchen staff, Year 1 to Year 6.

1. These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors.
3. Lights, Smart boards and computer monitors to be **turned off**.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher.
5. If practicable staff should notify the school office by phone that they have entered lock down and those children not accounted for.

Full Lockdown Safe Assembly Points

As above

5.2 Secure Entrance and Exit Points

Each school and college must identify the locations of entrance and exit points and how to quickly secure these. Remember these may be more than just doors and gates – for example, windows and air vents. You should think about security against different types of risk, such as intruders or release of gas pollution.

5.3 Bring Pupils, Staff and Visitors Inside

Each school and college must identify the steps that you can put in place to make sure pupils, staff and visitors are brought inside as quickly as possible. For example, have a means of communicating a lockdown alert to staff at break times or while outside for lessons. Plan how you will track pupils, staff and visitors entering the building and how you will record this. Identify who will be responsible for tracking this.

Bring Pupils, Staff and Visitors Inside Plan

The code signals will activate a process of children, staff and visitors being ushered into the school building if on the playgrounds/outside areas or corridors as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.

At the given signal the children/staff/visitors remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors.

5.4 Steps to Increase Protection

The following steps should be taken to increase protection during lockdown:

- Lock and screen doors (consider how to and be prepared to quickly unlock in the event of emergency escape, such as a fire)
- Position children away from sightlines from external doors and windows – for example, under a desk
- Turn off lights and monitors
- Make sure mobile phones and electronic devices are on silent, or turned off
- Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)
- Cover windows and air vents (if the risk is pollution or a gas cloud)

5.5 Internal Communication During a Lockdown

Each school and college must identify what channels could be used for staff to communicate with each other. For example, text message or WhatsApp, displaying messages or instructions on smartboards or TVs (think about whether they can be seen by an intruder). Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.

Please enter your communication plan during a lockdown in the table below:

Communication Plan During Lockdown

Staff will be notified that lock down procedures are to immediately take place on being called with appropriate code. The internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION LOCK DOWN, CODE: This will start with EYFS, then kitchen staff, Year 1 to Year 6.

Code O	Incident outside the school
Code P	Incident in the playground
Code R	Incident in the Office / Reception
Code S	Incident inside the school

If practicable staff should notify the school office by phone that they have entered lock down and those children not accounted for.

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team or Office manager, in person that there is an **all clear**.

Early Years staff notified using staff mobile phone.

As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Communication with Parents/Carers during a lockdown:

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network – website/ Facebook/ telephone/ e-schools.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

5.6 Communication with Parents/Carers During a Lockdown

Each school and college should consider how you will let parents/carers know. A combination of text and email is advised, as it will utilise more than 1 channel to communicate with them. You should also ask parents/carers not to call the school, as this will tie up lines that would be used to contact / liaise with emergency services, and not to come to the school until further notified.

5.7 Arrangements for Pupils or Staff with Additional Needs

Each school and college must identify any pupils or staff with additional needs who require specific arrangements whilst in lockdown and record them. This record must also include who is responsible for carrying them out.

5.8 Lockdown Duration

The school should remain in a state of lockdown until the Lockdown Manager, or the emergency services, confirm that the requirement for lockdown has been lifted and the all clear signal is communicated.

5.9 Evacuation Plan, if needed

It is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in danger. You must consider how an evacuation will be communicated if needed. Where will you assemble? Could this be another place of safety such as a nearby school or public building?

Please note your evacuation plan in the table below:

EVACUATION PLAN	
Evacuation communication signal	If intruder still on premises, the school will Dial 999 to contact police take advise on evacuation. You should always consider their advice before a decision is taken to close or evacuate.

Alternative place of safety	To be advised by Police
EVACUATION PLAN	
Type of venue	As above
Contact name and number at venue	Dial 999
Useful information – to include distance from school, route directions, capacity, opening hours	

5.10 Security Lockdown Drills

Either a full or partial lockdown must be subject to a drill once per term and as close to the start of each term as possible. During each calendar year, both partial and full lockdowns must be drilled. Each school and college must record lockdown drills via Every (as is the case with fire drills). Each school and college should consider when it is appropriate to inform pupils and parents/carers in advance. You may wish to discuss in assembly and by sending a letter to parents/carers. Outcomes of drills should be reviewed by the Lockdown Manager. Where additional physical interventions into the estate could be considered in support of lockdown, these should be discussed with the Trust's Operations Team.

Lockdown drills at Stuart Road

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

6.0 LOCKDOWN ACTION CHECKLIST

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed. You should have printed copies of the checklist available at all times to ensure readily available in the event of a lockdown being required.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows, if appropriate to the lockdown requirement		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all-clear has been given, or until you are told to evacuate by the emergency services		

When safe to do so, notify the Director of Operations of the need for the setting to be in lockdown		
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POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date
October 2024	Policy creation	Director of Operations	October 2024	October 2026