

Valentines High School Lockdown Policy

1 Introduction

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

- 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)
- A major fire in the vicinity of the school

2. Names of staff who will perform specific duties

- Executive Lockdown Leader: Headteacher
- Back up ELL – Deputy Headteachers
- Lockdown Leaders – School Business Manager, First Aider, Office Manager, Attendance Officer Senior ICT technician

Control Room (CTR) Location: Front office – reason – secure with door codes and unbreachable metal hatch. Access to large number of computers and telephones. Room for whole team to work.

Alternative Control Room: Training Room – can be locked from inside, access to 2 computers and telephone.

3. Method of communication to be used in the event of a lockdown

- Walkie talkies between senior staff – SBM - Site Staff - Front Office
- Phone lines
- Email

Staff will be kept informed and communications shared by email and Groupcall. It is therefore important that a computer is always logged on with access to emails during teaching sessions and if possible staff check their phones.

4. Alert signal will be given in the following way:

- Continuous school bell for a minute
- 2x5 short rings on the bell with a distinct pause in between the first and second will signify the end of lockdown.

5. Movement plan for students, staff and contractors to follow if they are not in a classroom

Students, staff and any contractors (who are signed in to school) make their way to the nearest classroom or secure building.

6. Registers will be taken in the usual way if there is a computer available with SIMS on. Please send email to DL-office or make and keep a paper note if there are additional bodies in your room that are not on the register.

7. The Incident Management Team consist of the following:

Executive Lockdown Leader – Richard Laws, Headteacher

Back up ELL – Julie Worswick, Rachel Kelly, Deputy Headteachers

Lockdown Leaders:

Barbara Newman, School Business Manager

Sue Nikolic, First Aider and Attendance Officer

Lisa Collier, Office Manager

Finance Manager, Barbara May

Senior ICT Technician, Daniel Opaluwa

8 To facilitate the lockdown, the school has been split into designated areas. The following lockdown leaders have been assigned areas as part of this plan. If this is not practical on the day the lockdown leaders must remain in a safe place.

Area 1 – **Main Building** –

Julie Worswick, Deputy Headteacher, back up Angus Harrison

Area 2 – **Technology Block,**

Steve Woodley, Assistant Headteacher, back up Satinder Panesar

Area 3 – **Art, Textiles and Food Technology Block,**

Steve Consiglio, Assistant Headteacher, back up Sarah Coulston

Area 4 – **ICT/Business Studies Block,**

Perry Lynch, Head of House, back up Aoife Deane

Area 5 – **PE Block** –

Ian Roper, Head of Department, back up, Will Mackriell

Area 6 – **Maths Block,**

Abdur Modoni – Head of Department, back up Kiran Jass

Area 7 – **Media Block**

Stephen Philip – Head of Department, back up Charlotte May

Area 8 – **6th Form Block**

John Haxell, Assistant Headteacher, back up Rachel Kelly

Area 9 – **Room 50/51**

Leanne Smith 2nd in Department

9. Lockdown procedures will be practiced at least annually and drills recorded by the School Business Manager

10. Procedure

- The emergency button, in the main office, activates the school bell which will ring continuously to activate the lockdown procedure plan. Senior staff will also be informed through the radios with a recognised word/words, audible throughout the school; (**ELVIS IS IN THE BUILDING**) if an intruder is on site.
- Students who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)

Once in lockdown mode, if possible staff should notify the office immediately of any students not accounted for.

- Staff should encourage students to keep calm
- As appropriate, a member of the Incident Management Team should establish communication with the emergency services as soon as possible
- If necessary parents should be notified as soon as it is practicable to do so via the schools established communications system
- Students will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the lockdown procedures are familiar to members of the Leadership Group, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan

10a Full lockdown

Assume full lockdown unless advised otherwise. Emergency button is pressed and school bell rings continuously for one minute. Staff informed by walkie talkie, email and Groupcall that it is a full lockdown.

Immediate action:

- All students and staff return to base (classroom, or other agreed location eg sports/assembly/dining hall)
- External doors locked. Classroom doors locked. If unable to lock the classroom, move to a lockable room (where a member of staff with key is present). Windows locked, blinds drawn, students sit quietly out of sight (eg under desk or around a corner)
- Register taken – ideally via SIMS so attendance team can check if they have access to ICT. If not, staff member in charge of the class/group should take a paper register and if any students are missing this needs to be communicated to the office by phone if possible
- Staff and students remain in lock down until it has been lifted by the Headteacher or Incident Management Team. At any point during the lockdown, the fire alarm may sound, if this happens it is the cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open email but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet
- Group call – staff to be put into a defined user group. This to be used to communicate instructions via text message in an emergency.

10b Partial Lockdown

School bell rings for a minute. Staff informed by walkie talkie, email and Groupcall that it is a partial lockdown.

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building
- All staff and students remain in building and external doors and windows locked
- Free movement may be permitted within the building dependent upon circumstances

All situations are different. Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Incident Management Team.

‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Communication between parents and the school

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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. They 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 and collect their children, and where this will be from.

The communication with parent’s part of the plan needs to reassure parents that the school understands their concern for their children’s welfare and that everything that can possibly be done to

ensure children's safety will be done. However, **it may also be prudent to reinforce the message '...the school is in full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...**

11. 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. 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 decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend, and family outside of the cordoned area.