



Lockdown Policy

Staff Responsible:	Mrs A Sheridan
Date of Issue:	September 2021
Review Date:	September 2022

1. Rationale

Lockdown Policy

Ribbon Academy's primary responsibility is to keep children, staff and visitors safe in the Academy. The following procedure is in place to ensure an effective response to an internal or external incident which could be a threat to the safety of visitors, staff and pupils in the Academy.

Lockdown procedures may be activated in response to any number of situations, these may include: -

- i. A reported incident, disturbance in the local community;
- ii. An intruder on the site or in the local community which poses a risk to pupils, staff or visitors;
- iii. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc);
- iv. A major fire in the vicinity of the Academy;
- v. The close proximity of a dangerous animal roaming loose; 6. A warning being received of a terrorist nature;
- vi. A missing child from the Academy.

The aim of any lockdown procedure either full or partial lockdown will not usually be to eliminate the threat but solely to reduce the risk posed by it.

In order to warn of these dangers the alarm will be raised using three methods which best utilises our facilities to hand.

Initially telephone contact will be by the Head teacher or another member of the Senior Leadership Team to Class 1 (243), Class 20 (228), Class 12 (267), Inclusion office (219), main kitchen (214) and Day Care (204). Once the telephone message has been received the message should be passed on through the teaching classrooms by word of mouth through adjoining doors. Simultaneously radio contact will be made to any group using the outside space; this includes lunch times and breaks.

The all clear will be given by word of mouth by SLT members visiting each classroom.

The alarm bell system will not be used as this has the potential to be confused with an evacuation procedure.

2. Partial Lockdown

Alert to staff: 'Partial lockdown – Partial lockdown – Partial lockdown'

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution in essence an indirect threat or from information passed by staff of a missing child.

Immediate actions:

- All outside activity to cease immediately with pupils and staff returning indoors.
- All pupils and staff to remain indoors and external doors and windows should be locked.

- All blinds are to be closed.
- Free movement may be permitted within the building, dependent upon the circumstances.
- Reception staff to remain at the Rotunda.
- All telephone lines are to be kept clear in order to ensure that further information can be received and disseminated.

All situations are different. Once all pupils and staff are safely indoors, senior staff will conduct a tabletop meeting to determine a communication and incident strategy focussing on an ongoing and dynamic risk assessment based on advice from the Emergency Services.

‘Partial lockdown’ should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

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

3. Full Lockdown

Alert to staff: ‘Full lockdown - Full lockdown - Full lockdown’

This signifies an immediate threat to the Academy and **may** be an escalation of a partial lockdown. Immediate actions: -

- All pupils return to classrooms immediately.
- External doors locked.
- Reception staff move to the business suite, Day Care reception move to office.
- Classroom doors locked internally - if unable to, the class **must** move to a lockable classroom.
- Windows locked, blinds drawn, lights out and computers off.
- Pupils sit quietly out of sight (e.g. under desk or around a corner, in the toilets).
- Register taken - the administrative office will contact each class in turn for an attendance report **if** this is possible.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services, this may take a considerable length of time. At any point during the lockdown, the fire alarm may sound which is a signal to evacuate the building in the normal manner.

At all times the teacher is responsible for staff, pupils and visitors in **their** classroom only.

During the lockdown, staff **must** keep all telephone lines open in order to minimise the chance of disruption to

more important communication with emergency services.

All situations are different. Once all pupils and staff are safely indoors; senior staff will conduct a tabletop meeting to determine a communication and incident strategy focussing on an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will be conducted from an agreed place of safety ie, locked in the Head teacher's office.

4. Communication with Parents and Carers

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared, although it is not advisable to share entire lockdown plans.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. This is a decision for senior members of staff only. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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

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

This part of the plan must reassure parents and carers that the Academy understands their concern for their pupils' welfare and that everything that can possibly be done to ensure pupil's safety will be done. However, it may also be prudent to reinforce the message "**...the Academy is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out...**"

5. 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 Academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.

6. Conclusion

It is almost impossible to predict the circumstances where an emergency situation might occur. As an Academy we must be prepared to react to any given situation. Calmness, clear direction and professionalism will ensure that the Risk is minimised by any threat that is posed to the Academy.

Signed:

Head Teacher

Date:

Signed:

Site Manager

Date:

Approved by Trustees -