



# Lockdown Policy








<b>Staff Responsible:</b>	<b>Mrs A Sheridan</b>
<b>Date of Issue:</b>	September 2023
<b>Review Date:</b>	September 2024

## 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: -

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

To warn of these dangers, the alarm will be raised using the following staff/methods:


Teaching Corridor:

-  HT > KS2 & DHT > EYs & KS1

Other indoor areas:

-  AHT for Inclusion > Admin, Business, PPA, Design Studio, Music Room, Conference Room, Day-care & Inclusion Team

Outdoor Areas:

-  Site Manager > all outdoor areas (this includes lunch times and breaks)

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

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

## 2. Green Lockdown

**Alert to staff: 'Green lockdown'**

Main doors to the Rotunda and all doors leading to rooms/Studio and corridors are locked. If there is a risk of flight from a child or we face immediate threat (in the site or school). Green may then lead to Amber or Red lockdown.

### **3. Amber Lockdown**

#### **Alert to staff: 'Amber lockdown'**

This may be because 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 because 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 & Business staff to remain in the B Centre.
- PPA staff to remain in their base.
- Music, PE, and IT tuition to cease with staff returning children to their Team Base.
- Intervention or group work delivered in the corridor and/or intervention rooms to cease with staff returning children to their Team Base.
- 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 meeting to determine a communication and incident strategy focussing on an ongoing and dynamic risk assessment based on advice from the Emergency Services.

'Amber 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.

#### **4. Red Lockdown**

##### **Alert to staff: 'Red lockdown'**

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

- All pupils return to Team Bases immediately.
- External doors locked.
- Reception staff move to the Business Centre, Day Care reception move to the Staff Room.
- Team Bases 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, in coat area or 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** Team Base 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 i.e., locked in the Head teacher's office.

#### **5. 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 via Class Dojo. 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.
- If it is near the end of the day, clocks must be removed from sight.
- If possible, staff to send a Team photo to parents/carers via Class Dojo.

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..."**

## **6. 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.

## **7. Conclusion**

It is almost impossible to predict the circumstances where an emergency 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.