

Lockdown Policy

Staff Responsible:	**Mrs A Sheridan**
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1. Rationale

Ribbon Academy's primary responsibility is to keep children, staff, visitors and contractors safe whilst on the Academy site. The following procedures are designed to ensure an effective response to an internal or external incident that could present a threat to the safety and wellbeing of pupils, staff, visitors or members of the wider community.

Lockdown procedures may be activated in response to a range of situations, including:

- A reported incident or civil disturbance in the local community.
- An intruder on the Academy site or in the local area who poses a risk to pupils, staff or visitors.
- A warning regarding a local environmental hazard, such as a smoke plume, gas leak or air pollution incident.
- A major fire in the vicinity of the Academy.
- The proximity of a dangerous animal roaming loose.
- A warning relating to a terrorist threat.
- A missing child from the Academy.
- Any other situation where normal Academy operations may place individuals at increased risk.

The aim of any lockdown procedure, whether partial or full, is not necessarily to eliminate the threat but to reduce risk and protect pupils, staff and visitors until the threat has passed or emergency services have assumed control of the situation.

The Headteacher has overall responsibility for the strategic management of a lockdown. Members of the Senior Leadership Team will support the implementation of procedures, undertake dynamic risk assessments, maintain communication with emergency services and coordinate internal communications. All staff have a responsibility to follow instructions promptly, secure pupils in their care and maintain calm throughout the incident.

To warn of potential danger, the lockdown alert will be communicated by the following staff:

Teaching Corridor:

- Headteacher to KS2.
- Deputy Headteacher to EYFS and KS1.

Other Indoor Areas:

- Assistant Headteacher for Inclusion to Admin, Business, PPA, Design Studio, Music Room, Conference Room, Day Care and Inclusion Team.

Outdoor Areas:

- Site Manager to all outdoor areas, including breaktimes and lunchtimes.

In the absence of designated staff, the nearest available member of SLT will initiate and communicate the lockdown procedure.

The alarm bell system will not be used as this may be confused with an evacuation procedure. The all-clear will be communicated by a member of SLT visiting each area personally.

Visitors, volunteers, contractors and any other adults on site must follow the instructions of the nearest member of staff and remain under staff supervision until the lockdown has been formally lifted.

Where pupils have identified additional needs, staff will take reasonable steps to ensure individual risk assessments, communication needs, medical requirements and mobility considerations are accounted for during lockdown arrangements.

2. Green Lockdown

Alert to staff: "Green Lockdown"

A Green Lockdown may be implemented where there is a need to secure the site due to an internal incident, a risk of a child absconding, or a developing concern within or around the Academy.

Immediate actions:

- The main doors to the Rotunda and all doors leading to rooms, corridors and teaching areas will be secured.
- Staff remain vigilant and await further instructions.
- Normal teaching and learning activities may continue where appropriate.
- Senior leaders will monitor the situation and determine whether further action is required.

A Green Lockdown may be escalated to an Amber or Red Lockdown if circumstances dictate.

3. Amber Lockdown

Alert to staff: "Amber Lockdown"

An Amber Lockdown may be implemented in response to a reported incident or civil disturbance in the local community, an environmental hazard such as air pollution, information regarding a potential threat to the Academy, or concerns relating to a missing child. This is generally viewed as a precautionary measure which places the Academy in a heightened state of readiness whilst retaining as much normality as possible.

Immediate actions:

- All outside activity ceases immediately and pupils and staff return indoors.

- All pupils and staff remain indoors.
- External doors and windows are secured.
- Blinds are closed where possible.
- Movement within the building may continue if deemed safe by senior leaders.
- Reception staff remain at the Rotunda and Business staff remain in the Business Centre.
- PPA staff remain in their designated base.
- Music, PE and IT tuition cease and pupils return to their Team Base.
- Intervention and group work outside Team Bases cease and pupils return to their Team Base.
- Telephone lines should be kept clear unless communication relates directly to the incident.
- Visitors and contractors remain under staff supervision and follow Academy procedures.

Once pupils and staff are safely indoors, senior leaders will review the situation, undertake an ongoing risk assessment and implement a communication strategy guided by advice from emergency services where appropriate.

In the event of an air pollution concern, windows, doors and ventilation systems should be closed where possible, and further actions will be guided by emergency services.

4. Red Lockdown

Alert to staff: "Red Lockdown"

A Red Lockdown signifies an immediate threat to the Academy and may follow an Amber Lockdown or be initiated without warning where circumstances require urgent action.

Immediate actions:

- All pupils return to their Team Base immediately.
- External doors are locked and secured.
- Reception staff move to the Business Centre.
- Day Care reception staff move to the Staff Room.
- Team Bases are secured internally. Where this is not possible, staff must move pupils to the nearest suitable lockable room.
- Windows are locked, blinds drawn, lights switched off and computer screens turned off where practical.
- Pupils remain calm, quiet and out of sight.
- A register is taken and attendance information provided when requested and when safe to do so.
- Mobile phone use should be limited to essential communication relating to the incident.
- All staff remain responsible for the safety and wellbeing of pupils, visitors and adults within their immediate area.

Staff and pupils will remain in lockdown until the situation has been formally resolved by a senior leader or emergency services.

Should the fire alarm sound during a lockdown, staff should assess whether there is an immediate and evident fire risk. Decisions regarding evacuation should be guided by information available at the time and advice from emergency services whenever possible.

All situations are different. Once pupils and staff are secure, senior leaders will conduct a strategic review of the situation, maintain communication with emergency services and continue dynamic risk assessment throughout the incident.

5. Lockdown Drills

Lockdown drills will be conducted periodically to familiarise staff and pupils with procedures and to evaluate the effectiveness of the Academy's response arrangements.

Following each drill:

- Staff will participate in a review of the procedure.
- Strengths and areas for development will be identified.
- Any actions required will be recorded and implemented.
- Procedures will be updated where necessary.

Lockdown drills will be conducted sensitively and in a manner appropriate to the age and needs of pupils.

6. Communication with Parents and Carers

Academy lockdown procedures should be communicated regularly to parents and carers, although detailed operational plans will not be shared publicly for security reasons.

In the event of an actual lockdown, information will be communicated to parents and carers as soon as it is safe and practicable to do so through approved communication channels, including Class Dojo. Communication with parents and carers will only be authorised by a member of the Senior Leadership Team.

Parents and carers should be reassured that the Academy is implementing established procedures to safeguard pupils and staff. They should:

- Avoid contacting the Academy unless absolutely necessary.
- Avoid attending the Academy site.
- Await official communications from the Academy.
- Follow instructions relating to collection arrangements should these become necessary.

Where appropriate, communication may include the following statement:

"Ribbon Academy is currently managing an incident that requires a temporary lockdown of the Academy. All pupils and staff are safe and are following established procedures. Please do not telephone or attend the Academy site at this time. Further information will be shared as soon as it is safe to do so."

7. Emergency Services

It is essential to maintain open lines of communication with emergency services, as they are best placed to advise the Academy during an unfolding incident. The Academy site may or may not be cordoned off depending upon the nature and severity of the incident.

The Headteacher, or designated senior leader, will maintain liaison with emergency services and will determine the timing and content of communications to parents and carers, taking account of advice received.

8. Recovery Following a Lockdown

Following the conclusion of a lockdown incident or exercise, senior leaders will review the effectiveness of the response and identify any lessons learned.

Consideration will be given to:

- The emotional wellbeing of pupils and staff.
- Safeguarding implications arising from the incident.
- Support required for individuals affected.
- Communication with parents, carers and stakeholders.
- Amendments required to procedures, risk assessments or training.

Where appropriate, a formal debrief will take place and recommendations will be incorporated into future planning.

9. Conclusion

It is impossible to predict every circumstance in which an emergency may occur. As an Academy, we must be prepared to respond rapidly, calmly and professionally to any situation that threatens the safety of our pupils, staff or visitors.

Clear leadership, effective communication, sound judgement and adherence to agreed procedures will ensure that risks are minimised and that the safety of our Academy community remains paramount at all times.