



## Lockdown Policy

### Introduction

In extremely rare circumstances, the school may be required to enact a dynamic lockdown to ensure the safety and welfare of students, staff and visitors. Dynamic lockdown is the ability to quickly restrict access and egress to the school site or building (or part therein) in response to threat, either internal or external.

### Aims

This policy sets out the method of lockdown that aims to prevent people moving into danger areas.

### Definitions

A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside.

### Types of Lockdown

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community.

In a lockdown, all school activities are moved indoors. Depending on the type of lockdown, interior and exterior doors are secured. No one is allowed to enter or exit the building. It may be that no one is allowed to enter or exit specific zones or rooms e.g.

#### Progression Step One

A partial lockdown means the doors leading outside the building are secured and people may not enter or exit the building.

### Types of lockdown include:

1. Shelter in place—usually an external health hazard where building evacuations are not recommended. The goal of this procedure is to keep people indoors until the threat has passed.
2. Internal threat – this threat exists when the danger is inside of the school building. The goal of this procedure is to keep everybody safe until the threat is completely removed.
3. External threat – this threat exists when the danger is outside of the school building. The goal of this procedure is to prevent the threat from entering the school.
4. Full lockdown – this scenario involves a serious threat that requires immediate action.

### The types of events that require lockdown include (for example):

1. Aggressive or violent intruder
2. Internal threat from a pupil
3. Hostage situation
4. An incident or civil disturbance
5. Police activity nearby
6. Dangerous animal (usually a dog or horse) on site
7. Chemical or environmental incident

### Lockdown Procedure

A clear signal will be given that staff can identify as the lockdown signal.

### In a lockdown, all staff will:

1. Stay with the children in their current room and close and lock all doors and windows where possible.
2. In a full lockdown, if doors cannot be locked, rooms shall be secured by blocking doors with tables which run from one side of the room to the other.

3. Remain in the room and supervise children until the all clear is given or any other such instruction from a lockdown coordinator.
4. Turn off all lights, projectors and equipment and close blinds or curtains where present.
5. Keep pupils calm and quiet.
6. Ensure all mobile telephones are turned to silent.
7. Ensure registers are completed and accurate.
8. Assist those with additional learning needs.
9. Alert the office to the possibility of missing pupils.

#### Debrief

The headteacher (or deputy) will lead the debrief following lockdown. The purpose of the debrief is to provide reassurance to the school community, ensure all facts have been gathered and to manage communication with all stakeholders. Where appropriate, the debrief shall be conducted with the support of emergency services and local or national government. The headteacher (or deputy) will liaise with local authority and diocesan communication teams to ensure clarity of message to stakeholders and the community.

#### Training

Staff training in lockdown procedures shall be conducted annually as part of the school's mandatory safeguarding training. Pupils will be advised at the beginning of each term of the importance of following staff instructions during emergencies.

#### Advice to Families

Try not to panic if you hear that an incident is taking place at your child's school. Avoid contacting the school as this could tie up the phone lines and interfere with communication with the emergency services. Avoid coming to the school in person. As soon as it is safe to do so we will let you know.