



Lockdown Policy



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Responsible Directors	Full Directors Board
Local Governing Board	Full Governing Board
Responsible Persons	COO
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Version Control

Version	Revision Date	Revised by	Section Revised
V1	May 2019	D Ashmore	New Policy
V1	January 2021	J Tuke	Reference changed from Business and Operations Manager to Chief Operations Officer
V2	August 2021	L Burton	Throughout the policy the responsibility has been changed from Vice Principal to Principal Throughout the document made it clear where academy specific information needs to be added Section 2.2 added in annual training will be set as part of the operations compliance planner Section 4.3 added in the need to confirm which parent communication system in use in the academy

Introduction

This policy is intended to ensure that pupils and staff are safe in situations where there is a threat in the academy grounds or outside the academy that requires pupils and staff to be locked within buildings for their own safety. This policy must be adapted to the local academy sites(s) and a 'lock down' drill will be carried out and recorded at least annually. This policy must be used in conjunction with the ELP Academy Emergency Plan and Business Continuity Plan.

1. Scope

This policy applies to employees, volunteers, parents/carers, pupils and people visiting the academy site. It covers the procedures and personnel responsible when the academy is required to go into lock down.

2. Guidelines

2.1 Lockdown Guidelines

The ELP Lockdown Policy applies when pupils and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or disturbance in the local community which potentially poses a risk to the academy.
- A dangerous individual in the locality.
- An intruder on the academy site with the potential to harm pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the academy.
- Serious accident on-site requiring good access for emergency services.

Different audible warning systems need to be implemented for both partial and full lockdown and communicated to staff to ensure they respond in the appropriate way.

2.2 Testing the policy

The Principal or another member of academy staff designated by the Principal, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Lockdown training dates will be planned as a Trust wide training requirement each year within the Business, Operations and Finance compliance planning schedule. Teaching staff will remind pupils of the lock-down procedure during (e.g. first assembly of each term).

2.3 Communicating with Chief Executive Officer (CEO), the media and external stakeholders

As soon as a lockdown or partial lockdown is declared the Principal/Senior Leader in charge should report this directly to the CEO and Trust Central Office. Any media interest should be logged and reported to the Chief Operations Officer in the trust central team.

All media will be managed by implementing the Business Continuity plan, appendix 17, section 17.3 Media Management.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, ELP and the local authority are immediately informed of the situation.

3. Partial lockdown

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

3.1 Alert

Alert to all staff: “Partial lockdown” (insert here the means of communicating the alert to staff)

This may be as a result of a reported incident or disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

3.2 Immediate action

- All outdoor activity to cease immediately with pupils and staff returning indoors. (Insert here the means of communicating the alert to duty staff at break times.)
- All pupils and staff to remain indoors and external doors and windows locked.
- Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all pupils and staff are safely indoors, senior staff will conduct an ongoing assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform pupils if required.

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. Full lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown (for example when an intruder is within the academy grounds).

4.1 Alert

Alert to staff: “Full lockdown” (insert here the means of communicating the alert to staff)

4.2 Immediate action

- All pupils return to base (classroom or other agreed location e.g. sports hall, assembly hall, dining room – in the case of an intruder this may need to be the nearest room).
- External doors locked.
- Classroom doors secured.
- Windows locked and blinds drawn.
- Pupils sit quietly out of sight (e.g. under desk or around a corner).
- 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. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by (insert here how this will be communicated throughout the academy) It may be necessary to develop a different audible warning system for such eventualities such as a different alarm sound which denotes an incident other than a fire. At the very least if someone is able to sound the Fire Alarm in short bursts so pupils and staff members understand it isn't a fire to minimise the possibility of anyone running out of the nearest exit which may lead them in to a potentially dangerous area.)

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

4.3 Communication channels

Examples of discreet communication channels might be:

- Where staff have access to an internal email 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 e.g. laptop, smartphone or tablet.
- Where an academy uses "Parentmail" or other systems of parent communications then staff could be placed into a defined user group which could then be used to communicate instructions via text message in an emergency

4.4 Lock down collection procedures

As there may be a number of exits from the academy site, it is possible that pupils will be released to parents through an alternative exit. If the police agree that this is a safe option, the academy communication systems can be used to inform parents of which gate they should make their way to and the Emergency Team will work with the

Emergency Services to ensure the safe hand-over of the pupils. The most likely scenario is that police would check the academy register before allowing parents onto the site so they can then collect from the classrooms, with teachers keeping a record of who has been collected, by whom and at what time. However, the Academy Incident Team will confirm arrangements after consultation with the Police/Emergency services.

5. (Academy Name) full lockdown procedure

Lockdown Procedure Management Control	
Nominated Person	Responsibility
Senior Leadership Team member	Initial contact with the emergency services
Senior Leadership Team member via ParentMail System (insert name of system used in the academy)	Liaison with office staff to communicate with parents
All staff	Pupil control

Signals	
Signal for lockdown	
Signal for all-clear	

Lockdown	
Rooms most suitable for lockdown	
Entrance points (e.g. doors, windows) which should be secured	
Communication arrangements – identify as per your academy	<ul style="list-style-type: none"> ▪ Two-way radios ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Other.
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the Academy should seek to evacuate the rest of the site.

Ref'	Initial response - lockdown	Tick / sign / time
L1	Remain calm Ensure all pupils are inside the Academy building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	



L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none">▪ Block access points (e.g. move furniture to obstruct doorways)▪ Sit on the floor, under tables or against a wall▪ Keep out of sight▪ Draw curtains / blinds▪ Turn off lights▪ Stay away from windows and doors.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	Ensure pupils who are outside the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils remain outside direct them to hide behind a safe pot out of view.	
L7	If possible, check for missing / injured pupils, staff and visitors.	
L8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L9	If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under the guidance from the emergency services.	

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 Principal with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

7. Communication with parents and carers

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, 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 possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

7.1 Information to share with parents and carers

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 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 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..."

8. Exceed Learning Partnership (Academy name) lockdown plan

Person(s) with authority to manage the lockdown	
Name:	Role:
Circumstances where lockdown will be applied:	
<ul style="list-style-type: none"> • A reported incident or disturbance in the local community which potentially poses a risk to the academy community. • A dangerous individual in the locality. • An intruder on the academy site with the potential to pose a risk to students, staff and visitors. • A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud). • A major fire in the vicinity of the academy. • Serious accident on-site requiring good access for emergency services. 	
How the administrative office will be contacted if they see or hear something suspicious.	
Arrangements for how the lockdown signal will be given.	
Guidance on where people go if they are outside or away from the classroom.	
Details of how a roll call will be undertaken.	
How the plan will be shared, tested and reviewed	



Training requirements for staff and students.

Debriefing arrangements following a lockdown.

9. Lockdown situations when away from the academy

The academy will also plan for what would happen if a lockdown situation should arise when a group is away from academy, whether this be on a short visit, day trip or longer trip that involves a party staying away i.e. Year 6 residential.

The academy will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip.

Appropriate guidance will be given to pupils prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Pupils will be asked to disperse or hide if this will aid their safety.

Policy Agreed: 25th June 2019 and reviewed September 2021

Signed Executive Principal:

B.A. Nixon

Signed Chair of Directors:

[Signature]

Policy to be reviewed: autumn 2023