The Deanery CE Academy

Part of The Park Academies Trust

Lockdown Policy

Type: Statutory Level:

Date Adopted: July 2021

Date Reviewed: September 2024

This is the Lockdown Policy for The Deanery CE Academy

Lockdown Policy for The Deanery CE Academy. Version 3 – September 2024

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1. Introduction and context

This policy is intended to ensure that students and staff are safe in situations where there is a threat in the academy grounds or outside the academy that requires all students and staff to be locked within the building for their own safety.

This policy must be adapted to the local academy site/campus and it is expected that a 'lockdown' drill will be carried out and recorded at least annually.

2. Scope

This policy applies to employees, volunteers, parents, students and people visiting the academy. It covers the procedures and personnel responsible when the academy is required to go into lockdown.

3. Guidelines

3.1   Lockdown Guidelines:

The Deanery CE Academy Lockdown Policy applies when students 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 civil 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 harm 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.
- The close proximity of a dangerous dog roaming loose.
- A serious accident on site requiring good access for the Emergency Services.

3.2   Testing of the Policy
The Executive Principal, SLT, Premises staff or another member of academy staff designated by the Executive Principal, will schedule at least one practice Lockdown drill per year, and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads of Faculty and Heads of Year will remind students of the Lockdown procedure during the first week of term 1.

3.3   Communicating with TPAT, the media and external stakeholders:

As soon as a Lockdown or partial lockdown is declared, the Executive Principal will report directly to TPAT. Any media interest should be logged and reported into the Central Team.
The Central Team will be able to support any media handling, to enable the academy to stay focused on supporting students and staff on the ground. The Central Team can also support to draft correspondence to parents and local stakeholders, as appropriate.

4. Lockdown Procedure

In the event of an emergency, the Executive Principal, or in their absence, a member of the Senior Leadership team or Keyholder (as documented 7.) will make the decision, (in consultation with the police when deemed necessary), with regard to whether the academy needs to be partially or fully locked down.

In the event of any Lockdown being implemented, the designated person in charge will ensure that once the emergency services have been made aware, TPAT and the Local Authority are immediately informed of the situation.

5. 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.

5.1.   **Alert**

Alert to all staff: "Partial Lockdown" through email and physical messages from the Senior Leadership team and Keyholders.

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

5.2.   **Immediate action**

- All outdoor activity to cease immediately with students and staff returning indoors. (NB. There will need to be a means of communicating the alert to duty staff at break times – through radios and SLT on the ground)
- All students and staff to remain indoors and external doors and windows locked.
- Free movement may be permitted within the building, dependent upon circumstances.

All situations are different; once all students 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 students (if they are old enough to understand).

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.

6. 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.

6.1 Alert

Alert to staff: "Full lockdown"

6.2 Immediate action

- All students return to base (classroom, tutor room or other agreed location; e.g., sports hall, theatre, Agora) – in the case of an intruder, this may need to be the nearest room. This may occur during break or lunch times. As an example, those on the tarmac during break, would seek refuge in the changing rooms, or Sports Hall.
- External doors locked by the Senior Leadership team.
- Classroom doors locked, where a member of staff with card is present.
- Windows shut and locked, with blinds drawn.
- Students sit quietly and out of sight (under desks or against corridor wall).
- Register is taken – sent electronically to Reception Office or appropriate leader in the academy.

Staff and students 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 commenced through an alarm bell, different to the Fire alarm.

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

6.3 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.

- **6.4   Visitors using the facilities during the working school day:**

Any individuals using school facilities or working in the school as a visitor during the school day, should be fully aware of the Lockdown procedure. They should remain in the room or area they are working in and abide by the same procedure, being aware of the differences in the Fire alarm and the Lockdown alarm.

7. The Deanery CE Academy full Lockdown procedure

Lockdown Procedure Management and Control	
Nominated person	**Responsibility**
Senior Leadership Team member	Initial contact with the emergency services
Senior Leadership Team member via PSC	Liaison with parents and carers
All staff	Student control

Signals	
Signal for lockdown	Lockdown alarm – 3 minutes
Signal for all-clear	Lockdown alarm – 15 seconds

Keyholders	Key to be kept on assigned person at all times with discreet label
Jon Young	David McDonald
Naomi Luckman	Laura Connors
Sarah Parry	Gary Stanley

Lockdown	
Specified assembly point	Nearest assembly/safe room
Entrance points	All internal academy doors
Communication arrangements	▪ Two-way radios ▪ Mobile phones ▪ Instant messaging/email
Notes	

Lockdown Procedure

Step	Initial response	Check	Time	Signed
1.	Ensure that all students are inside the specified assembly room or closest safe space.	☐		
2.	Secure all entrance points to the specified assembly room. ▪ External doors ▪ Fire doors ▪ Internal doors ▪ All windows ▪ Air vents (in the case of fire or air pollution)	☐		
3.	Dial 999 for each emergency service that the incident requires.	☐		
4.	Staff members who are not teaching at the start of the Lockdown, should go to the nearest assembly room or safe space.	☐		
5.	Ensure that staff members take action in increase protection from further danger: ▪ Block access points ▪ Sit or lie on the floor, under tables or against the wall.	☐		

	• Keep out of sight and draw curtains to avoid detection. • Turn off the lights. • Stay away from windows and doors. • Students to turn off all mobile phones and electronic devices. • Remain silent.			
6.	Ensure that all students and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access, or the assembly room becomes unsafe.	☐		
7.	Ensure that students who are outside the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside, direct them to hide behind a safe spot or out if view. PE staff will have knowledge of these areas.	☐		
8.	Check for missing or injured staff members and students if it is safe to do so.	☐		
9.	Remain inside the specified assembly room until the 'all clear' signal has been given, or unless told to evacuate by the emergency services.	☐		
10.	If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under guidance from the emergency services.	☐		

8. 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 Executive 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.

9. Communication with parents

Academy Lockdown procedures, especially arrangements for communication with parents, 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 as soon as possible. Parents will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

9.1.   Information to share with parents:

Parents 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 safety,
- do not need to contact the academy as calling could tie up the telephone lines that are required for contacting the emergency service providers,
- do not come to the academy as they could interfere with access by emergency services providers and may even put themselves and others in danger,
- wait for the academy to contact them about when it is safe to come and collect their children, and where this will be from.

This part of the plan must reassure parents 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 be prudent to reinforce the message *"… the academy is in a full Lockdown situation. During this time, the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out…"*

For a template letter to parents regarding bomb hoaxes, please see Appendix. 1.

10.   The Deanery CE Academy Lockdown Plan

Person(s) with authority to manage the Lockdown:

Jon Young	Executive Principal
David McDonald	Deputy Headteacher
Laura Connors	Deputy Headteacher

Naomi Luckman	Assistant Headteacher/DSL
Sarah Parry	Assistant Headteacher
Gary Stanley	Estates and Facilities

Circumstances where lockdown will be applied:

- A reported incident or civil 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.
- The close proximity of a dangerous dog roaming loose.
- 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:

11.   Lockdown situations 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 the academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

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 students on the trip.

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

It is almost impossible to predict the circumstance where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum, it will be prudent to show students 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. Students will be asked to disperse or hide if this will aid their safety.

Appendix. 1
Template letter to parents regarding bomb hoaxes:

Dear Parent(s),

Following recent hoax bomb calls to academies across the UK, this letter is to provide an update to students and their parents.

Some of the calls are linked to each other and others are 'copycat' calls. Each call has caused significant disruption to school life, upset to school staff and concern to students, their parents and carers.

The Police treat calls threatening bomb attacks very seriously and are committed to working with schools and local authorities to ensure the safety of all students and to minimise disruption to their learning. They have taken the following action:

- Every bomb threat is assessed. Highly experienced officers review intelligence and work with counter-terrorism experts, who have an in-depth knowledge of these incidents, to quickly assess whether a threat is real or not. So far, there is no credible threat posed to student safety and all the calls have been malicious designed to cause fear and disruption.

- Police have begun a major criminal investigation. Making a hoax bomb threat is a serious crime punishable by up to seven years imprisonment. Police forces across the country are working together to find those responsible and a number of arrests have already been made.

- Police and the Department for Education have shared guidance on what to do in the event of a bomb threat with leaders of schools, other education establishments, and authorities. This guidance also signposts to advice on wider security reviews and enhances existing safety and security plans held by schools which are well-rehearsed and designed to manage a range of situations. Public guidance on how you, schools and the council can prepare for emergencies is here: www.gov.uk/local-planning-emergency-major-incident

As a parent, we understand your concerns. There is a real threat from terrorism and it is important that we are alert, but not alarmed. Schools remain some of the safest and most secure public spaces. Their staff are highly-trained and the wellbeing of students is their top priority.

To help us we ask the following from you:

- If you have specific questions about your school's safety plans or site security, speak to school staff.

- If your school makes a decision to temporarily suspend lessons while safety checks are carried out, do not attend to remove your child unless asked to do so. Do not phone the emergency services to ask for updates on your child as it delays genuine

people in need from getting help. Schools will keep you informed and always arrange care for students unable to return home or whose parents/carers are unable to collect them.

- Do not attend and remove your child from a school that has not been affected by an alert as it results in missed learning opportunities.

- Speak to your child about the consequences of making hoax calls. What may appear as a 'joke' now may result in a police record and have long-lasting implications on their future.

If you have any information about those responsible for the security alerts, call the Police on 101 (999 in an emergency) or the independent charity *Crime Stoppers* anonymously on 0800 555 111.