

LOCKDOWN POLICY

Policy adopted by RISE Learning Zone: 01.09.2021

Last reviewed: September 2021

Next review: September 2023

Policy document OP15a

– *addenda to OP15 Bomb Threats & Suspicious Packages*

RISE LEARNING ZONE

LOCKDOWN POLICY

Rationale

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent on causing harm/damage and bomb threats or suspected terrorist activity.

NaCTSO (National Counter Terrorism Security Office)

Guidance In January 2016,

NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats & Suspicious Packages

See policy document OP-15

Procedures for lockdown

A decision is made to instigate lockdown. Staff will be notified lock down procedures are to immediately take place on hearing 'Attention Lock Down' - this message will be communicated via the radio system or verbally with a senior member of staff informing each room in the building.

The member staff who will inform adults by stating 'ATTENTION LOCK DOWN' then stating the nature of the lock down (intruder- police advice- external threat).

These signals will activate a process of students being ushered into the building if in the outside areas as quickly as possible. If safe to do so in a timely manner, external classes in the cabins should remove to the main building. If not, cabins should be shuttered and locked from the inside.

The main school door should be locked by a member of staff in the front of school once any visitors have been escorted into the main building.

The designated safe areas are the central space, the kitchen, and the staff offices which are securely shuttered or do not have windows, and can be internally locked.

At the given signal the students are guided to the central space and the staff will ensure the windows and doors are closed, locked and screened where possible.

Students in the central space are positioned away from sightlines from external windows/doors. The blinds should be drawn. Projectors should be turned off and classroom lights should be switched off if safe to do so. Remain calm and remember not to discuss details with the students but reassure them.

All visitors on site will move to the office areas.

Staff should take a headcount of the students and message the senior management if it is safe to do so.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff to support students in keeping calm and quiet.

Staff to remain in lockdown positions until informed by key staff e.g. Senior Management, the authorities or in person that there is an all clear.

As soon as possible after the lockdown staff return to their base rooms and conduct a register and notify the office immediately of any student not accounted for.

Staff Roles:

Office staff ensure that the external door is locked and police called if necessary. Staff then move to open space to provide support.

Ensure the front door is locked, the fire door closed, and classrooms with windows are empty and locked.

If the incident occurs at break/lunch time, staff to escort all student immediately to main building supported by all school staff who are on site. Then lock down proceeds as recorded in this document.

Staff out of lessons to go immediately to the main building central space.

Members of the management will ensure they collect their mobile phones on route to the lock down areas to enable communication with people outside the building. Staff with radios to ensure their radios are with them.

Entrances must not be opened until we have the all clear from the emergency services.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**Communication with parents**

If necessary parents/carers will be notified as soon as it is practical to do so via the school's established communication network website/e-mail/ text/call.

Depending on the type and severity of the incident, parents/carers may be asked not to collect their student from school as it may put them and their child at risk.

Students will not be released to parents/carers during a lock down.

Parents/carers will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents/carers will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their student the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.