

The Albany Lockdown Policy

APPROVED	
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This policy must be read in conjunction with our Fire Safety Policy, and Safety, Health and Wellbeing (SHaW) Policy.

THE ALBANY LOCKDOWN POLICY

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1. CONTEXT

On rare occasions it may be necessary to quickly restrict access and egress to the site or buildings (or part of) through physical measures in response to a threat, either external or internal. 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.

Our lockdown procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

It is important to acknowledge that as an Alternative Provision with SEMH students also in attendance, there are also times when the need for a lockdown will arise from the dangerous behaviour of one or more of our students.

This document highlights the actions needed from staff and students within and external to the buildings should a lockdown be needed. Lockdowns may be

- full - requiring staff and students to remain in one place and hide, or
- partial - closing buildings and gates but staff and students are otherwise free to move within the building.

The policy makes clear the roles and responsibilities of staff and students and the methods of communication that will be used, including communication with families where appropriate.

2. THE LOCKDOWN PLAN

1 Staff Responsibilities		
A	SLT	All members of the SLT will support staff and students to remain calm and follow the Lockdown plan as smoothly as possible, sharing information appropriately and ensuring those staff and students who need support, have access to it.
B	Headteacher (or Deputy in her absence)	Takes charge of the Lockdown response ensuring all actions are carried out effectively, including <ul style="list-style-type: none"> • Decisions on calling for lockdown/ ending lockdown • Emergency services are called where appropriate • Decisions on external communications (home, LA, Trust etc.)
C	Other members of the SLT	<ul style="list-style-type: none"> • Ensure all staff know of the need for a lockdown through word of mouth and text message. • The buildings (windows and doors) and external gates are secured • Communicating with staff on what is happening • Home communications
D	Teachers & LSAs	<ul style="list-style-type: none"> • Stay with and supervise your own class (even if on PPA) • Shut all windows within your classroom and office space (full not on latch) • Close all blinds in your room (where required)
E	Office staff	<ul style="list-style-type: none"> • Ensure all visitors are made aware of the procedures for lockdown • Sound the horn alarm when a full lockdown due to significant threat is called. • Send a text message to all staff about the need for lockdown (partial or full) • Telephone the Hub building to alert to lock down requirement • Support Senior team to lock down the buildings • Where able to, roll call of students and staff to be taken (as in Fire Alarm) • Under guidance of the Headteacher, make calls to emergency services
2 Signals		
a	Lockdown Signals	Partial Lockdown – word of mouth and text message to all staff Full lockdown – air horn sounded (in both buildings) plus messaging above
b	All Clear Signal	Word of mouth and text message
c	Evacuation Signal	Fire Alarm sounded: stopped and started 3 times (left on after 3 pulses)
d	Alerting off-site staff and students of Lockdown in progress	Under the guidance of SLT, <u>Office to send message</u> to all staff and students off-site, not to return to site until told it is safe to do so.
3 Lockdown		
a	Assembly Points	The Hub: Silver and Blue classrooms The main building: students can gather in classrooms (essential for full lockdown) or the hall (partial lockdown)
b	Entrance and Exit Points	Nearest Key holders to ensure all external doors are locked In the event of a full lockdown all internal doors to be shut and locked Class teachers/ office staff to ensure all windows are fully closed (not on latch)
c	Bringing Students Inside	Students to be encouraged to enter the building ¹ calmly but with urgency. Messages should be got to staff and students off site not to return to the school until told they can.

¹ If a student is refusing to enter the building and is putting others at risk, alert SLT to support you, and ensure that all other students enter the building to safety.

d	Ensuring all staff, students and visitors are accounted for	<p>Partial Lockdown:</p> <ul style="list-style-type: none"> • Office staff ensure all staff and visitors accounted for • Class teacher ensures all own students are accounted for <p>Full Lockdown: Office staff to share digital register (staff, students and visitors) to be shared and class teachers to record presence)</p> <p>Evacuation of the Buildings: The muster point will be a safe place away from the school site, likely supported by emergency services. A full roll call as with our Fire Evacuation Procedures will then take place.</p>
e	Steps to increase protection from danger	<p>In the event of a FULL Lockdown the following steps should also be taken:</p> <ul style="list-style-type: none"> • Close all blinds (where they are present) • Turn off all lights, monitors, screens and TVs • All mobile phones and electronic devices are on silent (encourage students to turn them off to discourage social media use) • Place furniture against the doors to classrooms • Move away from line of sight of doors and windows where possible (for example under desks). Students should take priority here.
f	Internal Communication	<p>Partial Lockdown: this can be by word of mouth, phone or text messaging</p> <p>Full Lockdown: Text messaging via appropriate groups set up on WhatsApp (to avoid the need to have lap tops open for use)</p>
g	Communication with Parents and Carers	<p>Partial lockdown and student related lockdown: If the incident is short, class teachers MUST contact home (via phone is preferred) for all students affected after the lockdown has ended. <u>If a partial lockdown is extended</u>, a text and email message will be sent to all parents and carers of students affected to let them know they are involved in a lockdown (it may be appropriate to share the reason) but they are safe. This will be organised by the SLT. If any lockdown extends beyond the school day (or is likely to) every attempt will be made to inform taxi companies, parents and carers. In the event of a full lockdown, in addition to a text and email message being sent out at the start of the incident through the office, it is likely the event may hit the news or social media and it will be essential to inform parents and carers that their child is safe and well within the building where possible. Internal communications throughout the incident will enable accurate information to be shared with families.</p>
h	Additional Notes	<p>Where a student or member of staff has difficulty hearing, we will allocate a buddy to ensure they are able to respond to audio signals. All audio signalling will be supported by text messaging. Staff should also use gesticulation and touch to support the messaging.</p> <p>A simple way of summarising our Full Lockdown procedures is CLOSE:</p> <ul style="list-style-type: none"> Close all windows and doors Lock up Out of sight and minimise movement Stay silent and avoid drawing attention Endure. Be aware you may be in lockdown for some time.

2.1. COMMUNICATIONS

During a **full lockdown** the following message will be sent to families and legal guardians

'The school is in a full lockdown situation. It is critical that you DO NOT TELEPHONE the school or your child. The latter may put them in harm's way. All entrances to the school are locked and NOBODY is allowed in or out.'

If the lockdown extends beyond the end of the school day, a further message will be sent to families to alert them to this and the projected time their child will be leaving school.

Similarly, a message will be sent to taxi companies to let them know of the issues and not to come to site. We will also communicate where and when to pick up students.

Partial lockdown information will be shared by class teachers as detailed in the plan above.

2.2. LOCKDOWN DRILLS

It is not unusual for the school to have at least one student or public related incident a year where a partial lockdown is needed. The effectiveness of these will be recorded to ensure we can learn from this. In the unlikely event of this not being the case, we will initiate a partial lockdown drill at some point every 12 months.

Given the nature of our students, we need to teach them about the importance of these drills and the need for a full lockdown in the case of a serious incident. This will be done through our PHSE programme, supported by an evaluated drill each year. This drill will take place in the spring term.

3. THE LOCKDOWN CHECKLIST

Step	Check	Time	Signed
Decision on Full or Partial Lockdown			
Use signal to initiate lockdown			
Move all students inside			
Secure all entry points (doors and windows (including roof lights))			
Contact emergency services			
Communicate to staff/students off site not to return at present			
Ensure staff take action to increase protection from danger (See 3e and 3h above)			
Make sure students and staff are aware of exit points			
Ensure all staff and students accounted for			
If safe, check for missing students or staff			
Remain inside until all clear has been given or the signal to evacuate sounded			

Remember **CLOSE**:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention (student phones off, staff phones on silent)

Endure. Be aware you may be in lockdown for some time.