



---

## Lockdown Policy

---

<b>Status</b>	Current Policy
---------------	----------------

---

<b>Published</b>	<b>January 2023</b>
------------------	---------------------

---

<b>Review Cycle</b>	Every 3 years
---------------------	---------------

---

<b>Next Review</b>	January 2026
--------------------	--------------

---

---

<b>Lead Staff</b>	Head Teacher
-------------------	--------------

---

---

<b>Chair of Governing Body</b>	Alex Krutnik
--------------------------------	--------------

---

<b>Headteacher</b>	<b>Jane Hatwell</b>
--------------------	---------------------

---

## *Mission Statement*

We accept all pupils **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring** and **safe**.

Our goal is to develop our pupils to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

## *Rights Respecting Schools*

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has achieved the Bronze Award and is recognised as a Rights Committed School

This policy is written with reference to

**Article 3** (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children

## **INTRODUCTION AND RATIONALE**

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures

should aim to minimise any disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Our Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- 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.
- 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)

<i>Signals.</i>	
Signal for any lockdown:	Communication by telephones and verbally by designated members of staff.
Signal for all-clear:	Communication by telephones and verbally by designated members of staff.

<i>Full or Partial Lockdown.</i>	
All classes and flats are locked:	All pupils and staff to remain in or return to own classrooms and/or flats.
Communication arrangements	Telephones and verbally by designated staff.
Hostage taking.	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site as soon as practically possible.

- Staff will be alerted to the activation of the plan through the telephones and verbal instruction by designated staff.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- Those inside the school should remain in their classrooms and/ or flats.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the senior member of staff on call to instigate an immediate search for anyone missing.
- Staff should encourage the pupils to keep calm.
- As appropriate, the school office or if during residential hours, the senior on call will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via email or phone call.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and/or a verbal message to evacuate will be sent via class telephones.

The school's lockdown procedures are familiar to all members of the school staff and are tested at least once a year.

## Partial Lockdown

### Alert to staff: 'Partial lockdown'

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via telephone or verbal instruction.)
- All staff and pupils remain in the building and external doors and windows locked.

- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, in addition to windows and doors being closed, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## Full Lockdown

### Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom and / or flats.
- External doors are locked...
- Windows are locked, blinds drawn and pupils sit quietly out of sight from the windows.
- Register taken/head count-the office or the senior on site will contact each class / flat in turn for an attendance report via telephones.
- Staff and pupils remain in lockdown until it has been lifted by the Headteacher or Deputy Headteacher/ emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message sent via telephones, where possible, which is a cue to evacuate the building, instruction will be given as to where you evacuate to.
- During the lockdown, staff will keep agreed lines of communication open, via telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter, the school website or Class Dojo

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. We will do this via the Text Alert System

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.

- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from.

### **Parents will be told**

'...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

### **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 school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.

### **Safeguarding, Equality and Equal Opportunities Statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all pupils and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.

## Checklist

<b>Initial Response Checklist: Full Lockdown. Date:</b> .....		
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety by staff member with them. Pupils to take cover under their desks, where possible.		
Complete: <input type="checkbox"/>	Time:	Initials:
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the		
Complete: <input type="checkbox"/>	Time:	Initials:
Dial 999. Dial once for each emergency service that you require		
Complete: <input type="checkbox"/>	Time:	Initials:
Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways)		
Complete: <input type="checkbox"/>	Time:	Initials:
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access		
Complete: <input type="checkbox"/>	Time:	Initials:
If possible, check for missing / injured pupils, staff and visitors.		
Complete: <input type="checkbox"/>	Time:	Initials:
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.		
Complete: <input type="checkbox"/>	Time:	Initials:

-----  
Print Name.

-----  
Designation.

-----  
Signature.