

includEd Learning

Independent Specialist Education Provider



LOCKDOWN PROCEDURE

→ Procedure

Lockdown procedures should be seen as 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 Centre. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 Centre).
- An intruder on the Centre 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 Centre.
- The close proximity of a dangerous dog animal.

The Centres lockdown plan is as follows:

Lockdown Procedure - If the lockdown alarm (air horn) is sounded, you must execute the Lockdown procedure.

School Lockdown Signal

Signal for Lockdown	Press alarm buttons situated in external cabins and main building
Signal for All Clear	Verbally from staff member via mobiles and/or walk round

School Lockdown Plan

Rooms most suitable for lockdown	All students and staff to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person, mobile phones, email

When the alarm is initiated the following action must be taken:

- Pupils who are outside of the Centre's building are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff).
- Those inside the Centre should remain in their classrooms and check corridors and toilets for pupils or staff.
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must be closed and locked if possible).
- Blinds should be drawn and pupils sit quietly.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via any communication means possible and instigate an immediate search for any missing pupils.
- Staff should encourage the pupils to keep calm.
- As appropriate, staff will establish communication with Emergency Services.
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is practicable via email / text service and the website (only when appropriate via guidance from EmergencyServices).
- Pupils will not be released to parents during a lockdown.

It is of vital importance that the Centre's lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear: Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or via classroom telephone and told the situation is under control and the class can resume activities as normal.

Communication between parents and the Centre: In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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 Centre 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 decision of the Head of Centre regarding the timing of communication to parents.

Staff will **ALWAYS** have advance notice of a Lockdown drill; therefore, if the signal occurs without warning staff must assume it is **NOT A DRILL**.

Duties/Check List:

Head of Centre/Deputy Head must ensure the following procedures take place:

JOBS	CHECKED
Allocate a member of staff to go outside, check playgrounds, and tell those outside to return to their classrooms as Lockdown Drill is taking place.	
Office Staff member to take calls from classrooms if teachers report missing persons.	
Ensure that there are designated staff for each floor / faculty / area to ensure that the procedure has been followed once Lockdown alarm has been raised	