



THREAT LOCKDOWN POLICY

Date: February 2025

Reviewed: September 2025

Review Date: August 2027

Responsible Person: Alex North

Rationale

FULL LOCKDOWN

On very rare occasions it may be necessary to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. This policy aims to ensure that staff and students know exactly what to do and are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

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 students within the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

For SEN/SEMH students in particular, it is extremely important that we prepare them for any such incident in a way that reduces their anxieties and increases their sense of safety.

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

- A student on school site with the potential to pose a risk to staff or students – knife, gun, weapon (please note that any young person found in possession of a weapon will automatically lose their place at MTE)
- An intruder on the school site with the potential to pose a risk to staff and students – knife, gun, weapon
- A bomb threat/terrorist attack

NaCTSO (National Counter Terrorism Security Office) **Guidance**

In June 2017, NaCTSO provided advice to leaders of schools and other Educational Establishments for Crowded Places guidance. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/crowded-places-guidance>

Lock Down Procedure

The lockdown process will be activated by the sound of the lockdown alarm using staff fobs.

1. Students will be ushered into the nearest classroom if they are in the corridors or toilets.
2. All remaining staff and students must remain in the room they are in, including outdoor classrooms.
3. A member of SLT will guide any visitors into a safe area.
4. Staff will lock all external doors and windows, and blinds will be pulled down.
5. Staff will use furniture to barricade their room, and find the safest place in the room to hide – never behind the door.
6. Lights and computer monitors to be turned off. Phones will be silenced.
7. **STAFF AND STUDENTS MUST REMAIN AS QUIET AS POSSIBLE.**
8. **Michelle/Hayley/Charlie/Karen/SLT lead** will contact emergency services as soon as possible.
9. **Michelle/Hayley/Charlie/Karen/SLT lead** will contact any off-site staff and tell them NOT to return to the site with their student, but to take them to a safe place off-site.
10. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

11. **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN.**
12. **Michelle/Hayley/Karen/Charlie** will send a 'Lockdown' message to all parents/carers when safe to do so. Staff must NOT contact parents/carers.
13. Staff to remain in lockdown positions (even if the fire alarm sounds) until informed otherwise by either a member of SLT or the emergency service(s) **IN PERSON.**

During and following a Lock Down, the use of Social Network sites is strictly prohibited until a member of SLT informs staff differently.

Communication with parents

- Parents/carers will be notified as soon as it is practical to do so and will be kept up-to-date if it is safe to do so.
- Parents will be told...

“More Than Ed School is in lockdown. During this period the office phones will be un-manned. External doors are locked, and nobody is allowed in or out. Please do NOT attempt to collect your child from school as this may put you and your child at risk. Students will NOT be released to parents/carers during a lock down. Please do NOT attempt to call your child or teacher. This is to hinder any intrusion in locating where people may be. Please do NOT attempt to call the school as this may tie up emergency lines. We will ensure you are updated as soon as possible.”

- Parents/carers will be informed immediately the lockdown ends and it is deemed safe to do so.
- Parents/carers will either be asked to collect their children or staff will transport children home.
- Following the lockdown/serious incident, phone calls will be made to all parents that evening by a member of SLT to inform them of the context of the lockdown and to encourage them to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

Lines of communication with Emergency Services will be kept open 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 decision of the Headteacher with regarding the timing of communication to parents

PARTIAL LOCKDOWN

It may sometimes be necessary to keep staff and students within the building due to an incident in the local area. A full lockdown is not required, but it is important that everyone remains inside the building until we are told otherwise by emergency services or SLT. This is called a Partial Lockdown.

This may be as a result of:

- a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.
- a warning being received regarding the risk of air pollution, etc.
- a significant fire in the local area

Partial Lockdown Procedure

- Staff will be notified that partial lock down procedures are to take place immediately by being spoken to by a member of SLT **in person**.
- All outside activity to cease immediately, students and staff return to building. **This includes the students in outdoor classrooms.**
- All staff and students remain in the building and external doors and windows are to be locked
- **Michelle/Hayley/Charlie/Karen** will contact any off-site staff and tell them NOT to return to the site with their student, but to take them to a safe place off-site.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff (SLT).
- All situations are different. Once all staff and students are safely inside, SLT 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 that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Communication with Parents/Carers

- **Michelle/Hayley/Charlie/Karen** will inform parents/carers by WhatsApp or text that a partial lockdown is taking place when safe to do so
- Parents/carers will be assured that their child is safe
- Parents/carers will be allowed to speak to their children if they wish by phone, and students can call their parents if they wish
- Parents/carers will be informed immediately when the partial lockdown ceases.

LOCKDOWN DRILLS

- Lock down practices will take place a minimum of once a term to ensure everyone knows exactly what to do in such a situation.
- As all students suffer from anxiety, SEMH and SEN. Parents will be aware of any drill so they can reassure their child before and after.
- Monitoring of procedures will take place and shared with staff so improvements can be made.

CONCLUSION

- The safety of all will be paramount.
- Communication with parents/carers is essential.
- Emotional support and guidance will be offered to all students and staff if required following any type of serious incident or lockdown.