

drb Ignite Multi Academy Trust

Lockdown Policy

Introduction

There are a wide variety of scenarios which may trigger a school's lockdown procedure. Some examples may include:

- 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 proximity of a dangerous dog roaming loose or other dangerous animal

Lockdown Procedure Key principles:

- Staff are alerted to the activation of the plan by recognised signals, audible throughout the school
- Pupils who are outside of the school building are brought inside as quickly as possible
- Those inside the school should remain in their classrooms

- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked should a full lockdown procedure be required)
- Once in a partial lockdown mode, staff should notify the office immediately of any pupils not accounted for.
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- The Local Authority should be notified via the appropriate number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's communication system; however, parents are not permitted to collect their children during a lock down procedure.
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the school's SLT, school administrators, teaching staff and non-teaching staff, familiarise themselves with the school's lockdown procedures. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

Ensuring good practice is followed

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios. These results are to be recorded, analysed and resulting actions addressed.

2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drill
Refer to document reference DiMAT(I) -001

Lockdown Stages

The school has two levels of Lockdown – **PARTIAL** and **FULL**.

Partial Lockdown: This may be 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst also enabling a degree of normality to continue.

Full Lockdown: This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is not an attempt to continue normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Document Control

The Asset and Compliance Manager is the owner of this document and is responsible for ensuring that this policy and its' associated procedures are reviewed

A current version of this document is available to all/specified members of staff, on the School and Trust websites and was published on the 9th April 2018

This procedure was approved by the Chief Executive Officer (CEO) and is issued on a version-controlled basis under his/her signature.

Name	Signature	Date
Robert Bowater		10/04/18

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Geoff Bagley	09/04/2018