



Security Lockdown Procedure

This policy reflects our commitment in ensuring every member of our Academy community will promote a safe, positive and caring environment which enables all our pupils to value themselves and others, and become responsible, successful citizens of the future.

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Security lockdown procedure

This guidance is based on the DfE's [lockdown template](#).

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher/ School lead/ Deputy Head	Decide on the type of response needed Co-ordinate the response Follow the plan and record actions taken Maintain contact with the emergency services	In the event of a lockdown we will use: Channel 6 on the Academy Walkie Talkies ALL USERS email system to communicate across the academy
Teachers and support staff	Bring class pupils to classroom or other place of safety Take register and stay with pupils Access central communication where appropriate (Walkie Talkies/ Computer)	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none">Dedicated 'lockdown' alarm tone (e.g. 5 10-second bursts of school bell)All USERS Email confirmation that we are in LOCK DOWNFor Staff outside – WALKIE TALKIE message by a member of the Executive Team on Channel 6 <p>"We are in Lockdown – Repeat, we are in Lockdown"</p>	<ul style="list-style-type: none">All User EMAIL SystemWalkie Talkie message by a member of the Executive Team on Channel 6 <p>"Lockdown is over. Repeat Lockdown is over"</p>

Security lockdown plan

Our safe assembly points	<p>All teaching staff and children should be LOCKED DOWN in their main area of operation:</p> <p>Teaching staff and children – their classroom</p> <p>Other staff in the area they work – e.g the Kitchen, or school Office.</p> <p>Anyone outside should make their way to the main Academy Hall/ or Portacabin (Whichever is safest and easiest) and remain there if it is safe to do so.</p> <p>Visitors should stay in their current area.</p> <p>In the event of an intruder, it is suggested you remain in an area that you can secure. We have fobbed doors but, in this event, it may be safer to go into a classroom. The Oak suite rather than the main hall.</p>
Secure entrance and exit points	<p>An executive member of the team will sweep areas ensuring that secure entrances into parts of the Academy as well as exit points are secure. They will also check that people are in secure areas.</p>
Bring pupils inside	<p>Make sure pupils are brought inside as quickly as possible. The main hall should be your first point of call.</p> <p>We will need to ensure that anyone unable to access a computer is in contact with the Executive Team to communicate they have all children via a walkie talkie – They will be asked to move to another channel (Channel 7) so that the communication is not Academy wide.</p>
Steps to increase protection	<ul style="list-style-type: none">• Lock and screen doors• Position children away from sightlines from external doors and windows – for example, under a desk• Turn off lights and monitors• Make sure mobile phones and electronic devices are on silent or turned off. Turn off walkie talkie if secured with a computer, or you sense an intruder nearby.• Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)• Cover windows and air vents (if the risk is pollution or a gas cloud)

Internal communication during a lockdown	<p>Ideally, the main use of communication will be EMAIL. But, on occasions we may need to use the WALKIE TALKIES</p> <p><i>Where possible, use silent communications and keep noise to a minimum, especially if intruder/s are close by.</i></p>
Communication with parents/carers during a lockdown	<p>In the event of an emergency, parents and careers would be communicated through a combination of text and email when appropriate. The Academy's first line of communication will be 999.</p> <p>Parents/carers will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
Arrangements for pupils or staff with additional needs	<p>Pupils with additional needs will stay with their familiar adults in a familiar setting.</p>
Lockdown duration	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	<p>In the event of full evacuation from the Academy site we will initially evacuate to: Avalon School – if it is safe to do so.</p> <p>Name: Avalon School</p> <p>Type of venue: Special School</p> <p>Distance: 100 meters.</p> <p>If the type of event needs an evacuation further from the main site.</p> <p>Name: Crispin School</p> <p>Type of Venue: Secondary School</p> <p>Distance: 1.4 miles</p>
Security lockdown drills	<p>Before a lockdown drill we will inform teaching staff so that they can ensure they ask any questions and ensure they know the drill requirements.</p> <p>Pupils and parents will be told on a needs to know basis.</p> <p>On occasions (1 per year) we will also practice a no notice drill.</p>

Lockdown drill action check list

Step	Time	Signed
Checklist for ELT:- simultaneously Trigger Lockdown alarm Walkie Talkie alert: We are in lockdown – repeat, we are in lockdown.” Email all users - Lockdown 999 call Sweep area as safely as possible to ensure that staff and children are in safer spaces Update via email – Only when absolutely necessary use Walkie Talkie on Channel 7. We will ask that user switch from Channel 6 to 7 so communication is not Academy wide.		
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		