



CEDARS

Short Stay School

Policy Title	Lockdown
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Review Committee	Full
Date Approved	TBA
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Responsible for Day to Day Management	Ian Snead



Lockdown Policy

CEDARS School Lockdown Procedure All schools should consider the need for robust and tested school lockdown procedures. 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 school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage. Roles and Responsibilities

Plan	
Staff responsibilities	
Headteacher (Deputy Headteacher in absence of Headteacher)	• Nominated as the lockdown manager to initiate, manage and conclude the lockdown. • Management of the ongoing situation
Administration Team	• To contact Police and Local Authority if necessary and to manage the ongoing situation
Assistant Head	• To manage PE/offsite and Enrichment lessons and social times, via TEAMS communication and to manage the ongoing situation.
Headteacher's PA	• To message all staff to advise of the current lockdown position. To ensure all staff also receive a text message, informing those teachers that are outside of the school grounds to stay away until the all clear message is received • To issue lockdown message via pop up on class charts. • Network team to lock all external entrance/exit mag locks 3 • Network Team to view CCTV and try to provide updates to the control team
Admin Team	To send automated lockdown text message (InTouch) to parents and update the website
Caretaking Team	• To ensure all outer perimeter gates are locked and to visually check that all external entrances are secure.



Teachers	To close all windows and classroom doors, securing all students in classroom. Lock classroom door from inside and move students away from windows. If the door does not lock, then please try to barricade, using classroom tables or doorstops.
Signals	
Lockdown signal(s)	- Announcement on screen system "We are in full Lockdown. Do not attempt to leave the building. Find a place of safety, get out of sight, and remain silent. Lockdown, Lockdown." - Pop up message on all screens
All clear signal	"Lockdown is now over, thank you for remaining in your locations and for your co-operation."
Evacuation signal	???
Lockdown	
Assembly points	- Nearest classroom, Main Hall. Anyone who is not in a classroom at the time of the alarm, i.e. is in the toilets or corridors, then they should quickly make their way to either the main hall or nearest open room. - The Admin team should attempt to lock themselves in the nearest safest room.
Entrance and exit points	- All teachers to close windows and doors - Reception Staff to ensure that the main doors are secured and seek safety in the nearest classroom.??? - Caretakers to ensure that all external gates are locked and to visually check that all external entrances are secure and seek safety via the nearest entrance to the building once all gates are locked.
Bringing students inside	- The lockdown announcement will signal that all students must enter the building and to find a safe location to hide. This will be under the supervision of the staff members. - If the lockdown announcement sounds during social times Duty Staff must assume responsibility for the students who are outside and muster them to a safe place via the nearest entrance. Students on the yard nearest the MUGA should attempt to find a safe space in the annex building. - Students who are outside using the MUGA with PE teachers, should quickly return inside to the Annex building
Steps to increase protection from danger	- Lock and screen doors - Position children away from sightlines from external doors and windows, for example under a desk - Turn off lights (where possible) and monitors - Ensure mobiles phones and electronic devices are on silent, or turned off



Internal communication	• Barricade doors if required. If you are in a room with no locks, then try to barricade the doors with tables or chairs and door stops. • Use posters from walls or other items available to covers windows Where possible staff can communicate via their school mobiles via TEAMS chat
Communication with parents	• Where possible an InTouch text message will be sent to all parents informing them about the incident, providing reassurance. • Parents 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.
Additional notes	CEDARS students are all with us due to various behavioural challenges. We must be mindful that a lockdown situation may heighten behaviours, including some students wanting to approach possible intruders. Are there any other students or staff with additional needs who need specific arrangements? If so staff will need to prepare these students well when conducting lockdown drills so that in the event of an actual lockdown they are accustomed to the practice.

Context

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- 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 severe weather event.
- Terrorist attack.

Or any other issue that the Headteacher may consider to be a threat to the academy staff and students.

Policy Circulation

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of the detailed procedures, via student bulletin, assemblies and via drills.

The school will conduct a lockdown drill at least twice a year, once with staff only and one with the whole school.



Parents will be made aware that school has a lockdown plan, and a copy will be available for parents on request.

In devising this policy, we have considered:

- Access to teacher monitor/screen announcement controls to raise an alarm in an emergency.
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc.
- School site plan e.g. the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

Basic principles are as follows:

Staff will be alerted to the activation of the plan by a recognised lockdown message which is audible throughout the school and by an on-screen warnings.

Caretakers will shut and lock all external academy gates (if it is safe to do so) and one person will remain at the Premises office to liaise with any services that have been contacted. Communication must take place via telephone or radio to prevent any member of staff being put at risk.

Students who are outside of the school buildings should be brought inside as quickly as possible and those inside the school should remain in their classrooms. All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms. Internal classroom doors should also be locked and or barricaded.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their school iPad.

Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

CCTV will be viewed by the deputy head throughout the lockdown for up to date CCTV activity.

If necessary, parents should be notified as soon as it is practicable to do so via the school's established InTouch communications system.

Students will not be released to parents during a lockdown.

Partial Lockdown

Alert to staff: 'Partial Lockdown'. This message will be shared via online communication, telephones, email, pop up messages on screens and via radio.



Immediate action:

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students. '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, air vents will 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 students stay in existing classroom with staff member. if outside on field head towards Main Hall building or Annex1 if located on the MUGA area.

External doors locked.

Classroom doors locked (where a member of staff with key is present). If there is no way to lock an area use large objects to barricade the doors such as tables or chairs placed under the handle to prevent the door from being opened.

Windows locked, blinds drawn (if available) if not available utilise posters from walls to block windows, students sit quietly out of sight (e.g. under desk or around a corner)

Staff and students remain in lock down until it has been lifted by a senior member of staff / emergency services.

During the lockdown, staff will keep agreed lines of communication open (email and/or text via mobiles (TEAMs) **but not make unnecessary calls to the reception office** as this could delay more important communication.

Where staff have access to an internal e-mail system then they could access their account and await further instruction.

Staff may also receive communication via TEAMs and monitor pop ups; Laptops must be turned to low volume to ensure that if they ring, then it does not alert a potential intruder.



If a Lockdown is initiated during any social time it will automatically be a full lockdown to uphold safety and order as soon as possible and as safely as possible.

Parents

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter and/or the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support 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 to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours

Communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, as a school we may need to reinforce the message 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-staffed, 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 decision of the Headteacher regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

