



STEEL RIVER
ACADEMY TRUST

Lockdown Procedure

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| Date Created | May 2021 |
| Governor Review Date | |
| Review Frequency | Annually |
| Date for Next Review | May 2022 |
| Head Teacher Approval | |
| Governor Approval | |

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that 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 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 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 close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

| Alarm | |
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| Signal for lockdown | Radio communication – "Full lockdown, repeat Full Lockdown" (Verbatim) Air horn sounded pulse 3 times in each area of school to alert all staff and children of lockdown procedure to commence. |
| Signal for all-clear | Radio communication – "All clear, repeat All clear" (Verbatim) |

Full Lockdown

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| Rooms most suitable for lockdown | <p>All classes to remain in own classrooms or to move to their classrooms from outside/communal areas of the building.</p> <p>Staff without an allocated classroom to move to a safe area where a door can be closed behind them.</p> <p>Kitchen staff to remain in kitchen and move to kitchen office.</p> <p>Eston Sports Partnership and Speech and Language to remain in their offices</p> |
| Entrance points (e.g. doors, windows) which should be secured | <p>External doors locked (all staff)</p> <p>Internal doors closed and locked where possible (all staff)</p> <p>All windows closed (all staff)</p> <p>Kitchen shutters closed and doors bolted (kitchen staff)</p> |
| Communication arrangements | Radio communication/office telephones/mobile phones |
| Notes | If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. |

| Ref | Initial response - lockdown | Tick / sign / time |
|-----|---|--------------------|
| L1 | <p>Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.</p> <p>Classroom teachers are responsible for their own class. Pupils to seek cover under their tables, or hide in a place that is hidden from windows.</p> | |
| L2 | Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. | |
| L3 | Office staff to dial 999. Dial once for each emergency service that you require. | |

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| L4 | <p>Ensure people take action to increase protection from attack:</p> <p>Block access points (e.g. move furniture to obstruct doorways)</p> <p>Sit on the floor, under tables or against a wall</p> <p>Keep out of sight</p> <p>Draw curtains / blinds</p> <p>Turn off lights</p> <p>Stay away from windows and doors</p> | |
| L5 | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. | |
| L6 | If possible, check for missing / injured pupils, staff and visitors by communicating the missing on radio communications. SLT to support class teachers. | |
| L7 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. | |

The National Counter Terrorism Security Office (NaCTSO) summarises the actions to consider in response to an incident. These are:

- **Run:** escape the incident safely and bring others with you
 - **Hide:** when it isn't possible to escape safely, find cover
 - **Tell:** call 999 and share information with the police
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- Staff will be alerted to the activation of the plan through the radio communication and the air horn sounding (pulsed 3 times)
 - Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide in the safest possible place (guided by staff).
 - 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 blocked).
 - Once in lockdown mode, staff should notify the office/SLT immediately of any pupils not accounted for via their radio communication initially, or mobile phones if radio is not in possession, and instigate an immediate search for anyone missing.
 - Staff should encourage the pupils to keep calm.
 - As appropriate, the **school office** will establish communication with the Emergency Services and notify Redcar and Cleveland Council.

- Parents will be notified as soon as it is practical to do so via parent mail/text messaging.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. 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).

Partial Lockdown

Alert to staff: Radio communication "Partial lockdown, repeat Partial lockdown"
(Verbatim)

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. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different, once all staff and pupils 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 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, skylights and hard to reach windows can 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: Radio communication "Full lockdown, repeat Full lockdown"
(Verbatim)

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom.
- External doors locked. Classroom doors blocked.
- Windows locked, blinds drawn, roller blinds down, pupils sit quietly out of sight.
- Register taken/head count-the office will contact each class in turn for an attendance report via radio communication or mobile phone.
- Staff and pupils remain in lock down until it has been lifted by SLT / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message given to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via radio communication or mobile phones, but will not make unnecessary calls to the central office as this could delay more important communication.

| Management and Control | |
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| <u>Nominated person</u> | <u>Responsibility</u> |
| Office staff | Initial contact with the emergency services |
| HT, Senior Leadership Team | Liaison with parents, support with missing children/staff |
| Teachers & TAs | Pupil control, doors/windows/blinds closed, doors blocked |

| <u>Lockdown</u> | |
|-----------------------------------|---|
| Specified assembly points | Classrooms, Offices. Kitchen |
| Entrance points | Main School Entrance |
| Communication arrangements | <ul style="list-style-type: none"> • Radio communication • Telephone System • Mobile phones • School Website • Parent Mail |
| Notes | <p>After the all clear is given:</p> <ul style="list-style-type: none"> • Roll call for all children to take place in classrooms and communication via radio • A check that all school staff are present and communicate via radio for office staff to confirm on SIMS • SLT and Caretaker (when in the building) will search the building for any missing children and return them to their class teacher. A final roll call will take place when these children are returned to classrooms |

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by parent mail/letter, newsletter or via the school website.

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

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 needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger; and
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told

'..the school is in a full lockdown situation. During this period, the telephone and entrances will be unmanned, 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 with regard to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Redcar and Cleveland Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

Every care has been taken in the compilation of this policy and the information provided is correct at the time of publication.

Any policies that have been referred to in this policy are available on the school website or are available upon request from the school office. Written information that is normally provided by the school can be provided in alternative forms.