



LOCKDOWN POLICY

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Document Control

Document version numbering will follow the following format. Whole numbers for approved versions, eg 1.0, 2.0, 3.0 etc. Decimals will be used to represent the current working draft version, eg 1.1, 1.2, 1.3 etc. For example, when writing a procedural document for the first time the initial draft will be version 0.1.

The table below provides details of the changes made to this document, to inform those reviewing and approving the document.

Document Edition	Section	Details of Change
0.1	All	New policy
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Introduction

The Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and well-being. We are a growing family of like-minded schools that offer a values-based education to the communities we serve and welcome staff, trustees, governors, pupils, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, pupils, parents/carers, volunteers, and visitors.

We are a values-based Trust, which means all actions are guided by our three 'Es' as follows:

- **Excellence** – 'Outstanding quality'
- **Evolution** – 'Continuous change'
- **Equity** – 'Fairness and social justice'

This policy is based on the values of '**Equity**' and '**Excellence**'

Related policies:

This policy should be read in conjunction with other relevant Trust and school policies including:

- Health and Safety Policy
- Business Continuity Plan

Aims

This policy is designed to ensure the safety of staff, students and visitors when a quickly developing threat or incident either directly on school grounds, or in the vicinity, requires all persons on site to be locked in rooms within the building for their own safety. The policy will set clear guidance on who is responsible for the implementation of the different elements of this policy to make it successful should it ever need to be implemented. A practice lockdown will occur at least once annually so that all staff and students become familiar with how they are expected to respond in a lockdown situation. Parents should be informed of any practice lockdown in advance of it taking place and should be provided with details of what to expect.

This policy applies to all staff, students and visitors on site at any given time. The policy is also relevant to parents and carers who should have access to this policy via the school website and are encouraged to read it.

Definitions

This policy is to be implemented in an emergency situation which requires people on site including staff and students to be locked inside rooms throughout the school for their own safety. Such incidents could include, but are not limited to:

- A dangerous person(s) reported in the local area, or a civil disturbance that could threaten the safety of staff/students/visitors
- A called-in bomb threat
- Threat of a terrorist attack
- A risk of extreme air pollution in the local area
- An intruder on site

- A major fire that has been reported in the local area. If the fire is on site, then fire evacuation procedures must take precedence
- The close proximity of a dangerous animal reported loose in the local area
- A serious accident that has happened on site which requires good access for the emergency services
- Any unknown reason where the police have informed us that we should use our lockdown policy

Roles and responsibilities

Staff

All employees should be alert to site security and follow procedures for maintaining site security, for example:

- Wearing a Leading Edge lanyard with ID badge.
- Challenging individuals who are not wearing Leading Edge or visitor lanyards.
- Closing windows/blinds when leaving at the end of the day.
- Having an awareness of surroundings / being vigilant at all times.
- Ensuring that all external gates are closed and locked following access/egress.
- Ensuring that padlock codes are known only to authorised personnel.
- Ensuring security maintenance issues are reported and flagged as urgent. E.g. broken fire exits/maglocks on doors.
- Reporting anything of concern.

Visitors

This policy should also be followed by visitors to the school who should be made aware of their responsibilities with regards to the policy when signing in. Premises or office staff will be responsible for ensuring that all onsite maintenance contractors follow the procedures. All visitors will be the responsibility of the member of staff that they are on site to see. It is important that the visitor is aware that during lockdown they will not be permitted to leave under any circumstances. If the visitor becomes the threat, the member of staff responsible for them should follow guidance set out in the “run, tell, hide” poster and full lockdown procedures as set out in this policy will ensue.

Lockdown Manager

Each school should identify a Lockdown Manager. The Lockdown Manager will usually be the Headteacher. At St Hilary School the Lockdown Manager is Rob Hamshar. In the absence of Rob Hamshar, the Deputy Lockdown Managers are Ashley Larter and Viv Laity. If the Lockdown Manager and their deputies are off-site, then the most senior member of staff in the building will be assigned responsibility.

It will be up to the lockdown manager to decide whether a full or partial lockdown is required. If the police are already involved, then the decision will be made by or in consultation with the police. As soon as the emergency services are aware of the situation and the level of lockdown established, the Lockdown Manager must inform the Leading Edge Chief Executive Officer or Chief Operating Officer by telephone or email, depending on the most accessible and appropriate method available. Where the opportunity to communicate is limited, the priority must always be to inform the emergency services.

The lockdown process

Partial lockdown

A partial lockdown should be a precautionary measure that ensures that the school is in a state of readiness for a smooth transition into a full lockdown should the need arise. A partial lockdown should retain a certain degree of normality about the school day.

A partial lockdown should follow these steps:

1. Lockdown manager alerts all staff to partial lockdown implementation by:
 - a. Sounding 5 Bell rings from the office
 - b. Telephoning / walkie talkie classes from the office
 - c. Teams message / emailing all teachers
 - d. Taking the message to classes – one by one from the top corridor down to the Elliotts
2. All outdoor activity must cease, and students should be immediately led by their teacher to a predetermined safe space. The predetermined safe space is their classroom, or the school hall if the class is inaccessible. If the alert happens during breaktime then duty staff must accompany students in place of the class teacher.
3. Where children are working inside the school, but out of their classroom, they should immediately be accompanied back to the nearest available classroom that has a teacher present to be registered.
4. All other members of staff who are hosting visitors on site during lockdown will be responsible for their visitor and must ensure that the visitor follows this policy for their own safety and the safety of others in the building.
5. Once inside agreed safe spaces, all external windows and doors should be locked if possible (all teachers have a key for their classroom door). Lockdown manager / deputy managers are responsible for ensuring the communal doors are locked:
 - a. Staffroom
 - b. Funzone corridor – glass door
 - c. Old school cloakroom entrance (Y3/5 entrance to cloakroom)
 - d. Old office reception door
 - e. Hall external door
 - f. Lower exit door
6. If doors are unable to be locked, they should be barricaded with items from within the classroom.
7. Where possible, lessons and activities should continue as normal.
8. With immediacy, teachers must respond to the Lockdown Registration Teams message that will be sent from the office – acknowledging whether all children are accounted for. Any students unaccounted for will be reported to the office / headteacher via email / telephone.
9. Classroom staff should keep emails open and visible and await any further communication via this method.
10. The Lockdown Manager and/or senior leadership team members will continue to monitor the threat and will advise of either a progression to a full lockdown implementation or of lifting of the partial lockdown. This will be communicated by the Lockdown Manager by:
 - a. Full lockdown – a further 5 rings of the bell from the office; or
 - i. Teams message / emailing all teachers
 - ii. Telephoning classes from the office
 - iii. Taking the message to classes – one by one from the top corridor down to the Elliotts
 - b. Lifting of the partial lockdown
 - i. Teams Message / emailing all teachers

- ii. Telephoning classes from the office
 - iii. Taking the message to classes – one by one from the top corridor down to the Elliots
- 11. It is important to understand that while the partial lockdown is in place, the threat is still apparent, and nobody should leave the classroom that they are in until the lockdown has been lifted by the Lockdown Manager. Ending of lesson times or end of the school day does not supersede this policy.
- 12. Lockdown manager will call an end to the lockdown by:
 - a. Teams message / emailing all teachers
 - b. Telephoning classes from the office
 - c. Taking the message to classes – one by one from the top corridor down to the Elliots

Full lockdown

A full lockdown procedure will be implemented when there is an immediate and significant threat to the school and the people within it. A full lockdown may or may not be an escalation from a partial lockdown.

A full lockdown should follow these steps:

1. All staff alerted to full lockdown implementation by:
 - a. 5 bell rings from the office – followed by 5 more; or
 - i. Teams message / emailing all teachers
 - ii. Telephoning classes from the office
 - iii. Taking the message to classes – one by one from the top corridor down to the Elliots
2. All students must stay within the classrooms that they are in or must be escorted by a member of staff to the nearest available classroom where a teacher is present. Duty staff will be responsible for escorting students to the nearest, safe spaces during break times.
3. All other staff will be responsible for escorting visitors to specific areas as outlined in the partial lockdown procedures.
4. External doors, gates and windows must be locked shut and classroom doors should also be locked if possible. If the classroom cannot be locked from the inside, then the door should be barricaded with items within the classroom. Where available, staff will use CCTV to track and monitor the threat.
5. Blinds should be drawn in classrooms wherever possible.
6. Students must sit quietly and out of sight (round a corner, behind or under a desk etc.)
7. All doors, whether locked or not, should be barricaded if safe to do so by using appropriate items within the classroom. Teachers should assess the risk and proceed to organise this but can enlist student help for efficiency where this is appropriate.
8. With immediacy, teachers must respond to the Lockdown Registration Teams message that will be sent from the office – acknowledging whether all children are accounted for. Any students unaccounted for will be reported to the office / headteacher via email / telephone.
9. The staff member within the classroom will formulate an emergency exit plan from the classroom in case the situation develops into the need to evacuate. The member of staff will communicate this to students within their room if it becomes necessary to act.
10. Classroom staff should keep Teams / emails open and visible and await any further communication via this method.
11. The Lockdown Manager will continue to monitor the threat and when safe to resume normal operations, will:
 - a. Teams message / emailing all teachers
 - b. Telephoning classes from the office

- c. Taking the message to classes – one by one from the top corridor down to the Elliotts

Expectation

During a lockdown, staff, pupils and visitors must remain in the locked room, quiet and out of sight until the threat has passed and the Lockdown Manager has informed staff that the lockdown has been lifted. The lockdown manager will endeavour to keep lines of communication open to all staff during the lockdown and will use email as the preferred method of communication. Staff within locked rooms should try to keep everyone inside as calm and as quiet as possible until the threat has passed. Although lines of communication will be left open, staff must act responsibly and not use those lines of communication unnecessarily. Members of staff will turn off their radios (where used) and ensure that their mobile phones are switched off or turned to silent.

Evacuation

A lockdown scenario may escalate into the need for evacuation procedures to be quickly implemented. Once secure in their rooms, staff should plan an escape route for their group/class. Upon being made aware of the need to evacuate, staff should initially assume that this is an intentional notification by an aggressor to encourage people out of hiding. They should, therefore, remain in their safe space with their group/class. If evacuation is required, the Lockdown Manager will inform staff by:

- a. Sounding the continuous bell (after the 2 sets of 5 pulse rings)
 - i. Teams message / emailing all teachers
 - ii. Telephoning classes from the office
 - iii. Taking the message to classes – one by one from the top corridor down to the Elliotts

The decision to evacuate will be made on advice from the emergency services. The meeting point following an evacuation is St Hilary Church. As with any evacuation, registers should be taken to identify if anyone is missing.

Management and control

(should align with the school Business Continuity Plan)

Roles and responsibilities

Lockdown Manager – Rob Hamshar

Deputy Lockdown Managers – 1: Ashley Larter, 2: Viv Laity

Lockdown Assistant – Viv Laity

Parent/carers liaison – Ashley Larter / Charlotte Fraser

Media liaison – Kerenza Jelbert / Ashley Larter

Staff liaison – School Office

CCTV monitoring – Update should CCTV be introduced

Communicating to staff, pupils and visitors

Summarise here the agreed forms of communication for:

	Staff Communication	Pupil Communication	Visitors Communication
Partial Lockdown	5 Bell rings from the office	5 Bell rings from the office	5 Bell rings from the office

Full Lockdown	A further 5 rings from the office	A further 5 rings from the office	A further 5 rings from the office
Evacuation	<p>A continuous bell after the 2 sets of 5 rings; or</p> <p>Telephoning classes from the office</p> <p>Taking the message to classes – one by one from the top corridor down to the Elliots</p> <p>Emailing all teachers</p>	Class teacher / responsible adult	<p>A continuous bell after the 2 set of 5 rings; or</p> <p>Class teacher - if in class</p> <p>School office - if working out of class – in person / class phone / mobile phone if required</p>
Return to normal	<p>Telephoning classes from the office</p> <p>Taking the message to classes – one by one from the top corridor down to the Elliots</p> <p>Emailing all teachers</p> <p>Follow up in person by Headteacher ASAP</p>	<p>Class teacher / responsible adult</p> <p>Follow up in person by Headteacher ASAP</p>	<p>Class teacher - if in class</p> <p>School office - if working out of class – in person / class phone / mobile phone if required</p> <p>Follow up in person by Headteacher ASAP</p>

Identified 'safe spaces' –

- School hall
- In the case of an evacuation – St Hilary Church
 - **Father Jeff Risbridger –**
 - **Home: 01736 602862**
 - **Mobile: 07711 019590**

Emergency Services

It is important for the Lockdown Manager to maintain contact with the emergency services during a partial or full lockdown. The expert advice that the emergency services can give in such situations could be vital for everybody's survival. It is of paramount importance that this line of communication is kept open and so it is reasonable for the Lockdown Manager to delegate other members of SLT to communicate with staff in classrooms via:

- Telephoning classes from the office
- Taking the message to classes – one by one from the top corridor down to the Elliots
- Emailing all teachers,

and for the Leading Edge Central Team to communicate with concerned parents or the media etc. Depending on the severity of the situation, it may be necessary to arrange for the police to cordon off an area on site for concerned parents/family members that may arrive and for the police to liaise with them directly. The police will advise the Lockdown Manager if this is necessary and arrange the cordon themselves.

Communication to parents

It is important that during a full lockdown, parents and carers are kept informed of developments and incidents as they occur. Parents will be understandably concerned but regular communication of accurate information should help to alleviate any undue anxiety.

Parents should be made aware that the school understands their concern for their child's wellbeing at this time and be reassured that staff are trained and doing all they can to ensure their child's safety. Specific members of staff should be identified as parent/carers liaisons with the understanding that the Trust or emergency services may also maintain communication with parents and carers. Parents/carers should be discouraged from phoning the school as this may prevent contact with the police. Parents/carers must also be discouraged from attending school as this may be unsafe and the emergency services may need access at short notice. Parents/carers should wait for messages through Arbor to inform them when and where they can safely collect their child once the incident has been resolved. Arbor will be the preferred way of communication with parents/carers at this time.

Parents/carers should not attempt to make direct contact with pupils as this may alert an intruder to the location of the pupil.

Instructions for staff (to be circulated)

LOCKDOWN ACTION PLAN – INSTRUCTIONS FOR STAFF

If a significant threat is identified:

You must immediately inform the Headteacher/Lockdown Manager/Deputy Lockdown Manager by:

- a. Telephoning the office
 - b. Taking the message to the office
 - c. Emailing the Headteacher (Lockdown Manager), Ashley Larter / Viv Laity (Deputy Lockdown Managers)
-
1. The Lockdown Manager will manually ring the school bell - 5 pulse rings from the school office for partial lockdown, followed by 5 further pulse rings for a full lockdown. This bell ringing indicates the requirement to follow lockdown procedures – further instructions will be communicated by telephone or email.
 2. The Lockdown Manager will inform the emergency services.
 3. The Lockdown Manager will inform the Leading Edge CEO or COO if possible.
 4. Where children are working inside the school, but out of their classroom, they should immediately be accompanied back to the nearest available classroom (that has a teacher present) to be registered. Staff responsible for vulnerable students should be sensitive to their needs and requirements in such situations and do their utmost to ensure calmness.
 5. Staff in outside areas should get students to the nearest safe space - their classroom or if this is not accessible the School Hall. In the case of an evacuation – St Hilary Church.
 6. Where possible, the Lockdown Manager will communicate to all staff members via Teams / email / telephone including the nature of the lockdown (chemical release, aggressive intruder onsite etc.) and will continue to communicate updates and instructions as events unfold.
 7. With immediacy, teachers must respond to the Lockdown Registration Teams message that will be sent from the office – acknowledging whether all children are accounted for. Any students unaccounted for will be reported to the office / headteacher via email / telephone.
 8. You must secure all entrance points to your safe room by locking all windows and doors if possible and barricading windows and doors with items within the classroom. Close all blinds and block views through windows with other items if necessary.
 9. Encourage students/visitors/colleagues to be quiet and stay hidden while the lockdown is in place. Shelter behind items, under tables or against the wall and turn off the lights.
 10. Instruct everyone to turn off their mobile phones and electronic devices. Students must be explicitly told not to have their phone/iPad switched on.
 11. Quickly plan for evacuation and be ready to implement it should the lockdown situation escalate into a need to evacuate from the building. If evacuation is required, the Lockdown Manager will inform staff by sounding the continuous bell after the pulse rings for the partial and full lockdown; or by Teams /email / telephone.
 12. Ensure any students that are outside are escorted to their safe space as quickly as possible if it is safe to do so. If it is not safe, instruct them to hide nearby.
 13. Stay inside your locked room until the Lockdown Manager notifies you that the lockdown has been lifted or that it is necessary to evacuate the building. The meeting point following an evacuation of the building is St Hilary Church.
 14. The Lockdown manager will email / telephone to inform staff that the lockdown has ended.

Lockdown away from school

School staff must plan for what to do if a lockdown situation should arise when a group is away from the school, whether on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

School staff will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances of an emergency that would allow for detailed planning. As a minimum staff should identify an emergency meeting point if the party gets separated and remind them to follow instructions provided by the emergency services.

If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care.

Debrief and evaluation

A full evaluation should take place following any lockdown situation. This should include feedback from all parties as well as identification of what went well and what could be done better.

It is important that following any incident a full debrief is provided to staff, pupils and parents/carers, including providing details of any learning and opportunities to improve systems and processes. Details of available support for staff, pupils and parents/carers should also be provided.



**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

Appendix 2 – Instructions for Pupils (to be shared)

LOCKDOWN ACTION FOR STUDENTS

PARTIAL LOCKDOWN SIGNAL – 5 pulse rings from the office bell

FULL LOCKDOWN SIGNAL – 5 further rings from the office bell

1. SHELTER SOMEWHERE SAFE

- **IF YOU ARE ALREADY IN A CLASSROOM STAY THERE**
- **IF YOU ARE OUTSIDE FOLLOW YOUR TEACHER TO A SAFE SPACE**
- **IF YOU ARE IN A TOILET OR CORRIDOR, GO TO THE NEAREST CLASSROOM WITH A TEACHER IN IT**

2. HIDE OUT OF VIEW

- **LOCK & BLOCK DOORS WITH CLASSROOM EQUIPMENT**
- **CLOSE WINDOWS AND BLINDS**
- **TURN OFF YOUR PHONE – DON'T EVEN HAVE IT ON VIBRATE**
- **TURN OFF LIGHTS**
- **MOVE TO A SAFE SPACE & HIDE**

3. WAIT FOR FURTHER INSTRUCTIONS

- **STAY CALM, QUIET & HIDDEN**
- **DO EXACTLY WHAT YOUR TEACHER TELLS YOU**
- **DO NOT OPEN DOORS IF FIRE ALARM SOUNDS UNLESS SCHOOL STAFF TELL YOU TO**

YOUR TEACHER WILL TELL YOU WHEN IT'S SAFE

Appendix 3 – Checklists

LOCKDOWN MANAGER CHECKLIST

- Implement the lockdown notification.
- Phone the police (999) and explain the situation. Stay on the phone with police who will advise.
- If applicable, inform CCTV monitors to ensure that they can track threat on CCTV. Ask them to keep you updated.
- Where appropriate, email staff directly if there are specific instructions for them to follow.
- If necessary, raise the alarm to advise staff to evacuate the building.
- When you are sure that the threat has passed you can call an end to the lockdown by:
 - Telephoning classes from the office
 - Taking the message to classes – one by one from the top corridor down to the Elliotts
 - Emailing all teacher
 - Follow up in person by Headteacher ASAP
- Debrief with key staff should immediately ensue. Lockdown Manager, Lockdown Assistant, Premises Manager, Exec team should all be present. Discuss what went well and what could be done better.
- Full debrief for all staff and students should also be arranged for as soon after the event as is reasonably practical and all mental health support available should be highlighted.
- Full debrief for parents should be provided.

LOCKDOWN ASSISTANT CHECKLIST

- Ensure that staff have been notified of the need to lock down.

- Lock yourself in office with lockdown manager, check doors and windows are secure and that you're both hidden.
- Email kbutcher@leadingedgeacademies.org; or dteasdale@leadingedgeacademies.org; or call the Central Office on 01736 688442 to tell them that we are in a lockdown situation and that the lockdown manager is on the phone to the police.
- Be on hand to assist Lockdown Manager as the situation develops.
- Liaise with Trust, Governors and Local Authority so that lockdown manager can keep communication open with police.
- Ask Trust, Governors and LA to assist in dealing with outside community and media interest so that you can help manage the incident from within.
- Advise lockdown manager and school office of any students/staff unaccounted for.
- Assist the lockdown manager in the debrief process.