

# Handsworth Grange Community Sports College

## *Lockdown Policy*



**Current Policy as of:** September 2018

**LT Responsibility:** Adam Anderson

**Governor Committee:** Finance

## Context

- 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

## In devising this policy we have considered:

- Access to school bell 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 eg the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

## The basic principles are as follows:

- Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school and by an on screen warning. *Sounder to be installed to rear of Sports Hall*
- Pupils who are outside of the school buildings will be brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and windows are locked and window blinds and door vision panels are pulled down to reduce flying glass from a bomb and to prevent intruders looking into rooms, internal classroom doors should also be locked
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for. Email – Generic inbox , alert@hgsc.co.uk
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible by the most senior person readily available
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Pupils will not be released to parents during a lockdown
- 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 lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils should also be aware of the plan. Parents too should know that the school has a lockdown plan, and a copy should be available for parents on request.

## Partial Lockdown

**Alert to staff:** 'Partial lockdown'

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. (There need to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked remotely by caretakers, with the exception of Z Block and the Dining Room which will need to be done by staff in those areas

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing 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 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:** 'Full lockdown'

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

**Immediate action:**

- All pupils stay in existing classroom with staff member and if outside on field head towards the Sports Hall or other agreed location eg dining hall
- External doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner)
- Register taken -the office will contact each class in turn for an attendance report

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

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

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet
- Text to staff through In touch

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via 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 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
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from

*The communication with parents part of the plan 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, **it may also be prudent 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 with regarding the timing of communication to parents.

# Appendix 1

## **Lockdown Procedures**

This document should be read in conjunction with the Lockdown Policy.

In the event of staff and pupil safety deemed to be at risk the lockdown procedure will be put into operation.

- Lockdown bell rung  
**NB** This will be different to the fire bells and alarms are situated in the Main Office and in Di Maw's Office.
- Remain in classrooms/offices or move to nearest classroom/office
- Double lock classroom/office door using the turn key
- Close windows
- Close blinds on doors and windows
- Take a register and notify the office of any missing pupils
- Further instructions will be sent by text or email
- The end of the lockdown will be signified by an email and/or text

If at any time during a lockdown the full alarm is sounded, the building should be evacuated as normal.

**Approved by**

**Governor:** ..... **Date:** .....

**Signature:**

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