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Lockdown Policy

Human Resources & Workforce Development

Reviewed by:	General Governing Body
Date Implemented:	September 2024
Date Amended	January 2025
Next Review:	September 2026
Ratified by Governors:	Kevin Hinde & Maria Lewington
Governor Signature:	 

Lockdown Policy – John Scurr Primary

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	<i>Could Mr Green please return to the classroom</i>
Signal for stand down / all-clear	<i>Mr Green has left the building</i>

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Maria Lewington (HT)	
Deputies	Keeley Alborough (DHT)	
Communications Officer	Tania Bashir (SBM)	

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Offices
3
4

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Audiebant internal / external zoned communication system (APP/Website controlled)
Internal phone system / School mobile phones
Whiteboards – messages flashed onto classroom screens / PC screens

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	Morpeth

Type of venue	Secondary School
Contact name	Jemima Reilly
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

Lockdown

Rationale

The purpose of these procedures is to provide instructions for staff in the unlikely event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school's Fire Evacuation Instructions, the school's Child Protection and Safeguarding Policy and the school's Business Continuity Plan.

Responsibilities

Maria Lewington (HT) and Tania Bashir (SBM) are the appointed Lockdown Managers.

Designated deputies will be the Deputy Head Teacher, Assistant Head Teachers and The Premises Lead, depending who is on site at the time of the lock down.

This person is responsible for initiating, managing and concluding the lockdown plan. They are responsible for communicating with the emergency services.

Lockdown Procedures

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Alerting the school community

Interior – Audiebant communication system announcement with zoned coded message (message '3' within 'Existing Messages') accessed from Audiebant APP on smartphone or website tab kept open on main office PC(s).

Exterior – Audiebant communication system announcement with zoned coded message (message '3' within 'Existing Messages') accessed from Audiebant APP on smartphone or website tab kept open on main office PC(s).

The agreed emergency announcement will be:

"COULD Mr. GREEN PLEASE RETURN TO THE CLASSROOM."

Partial Lockdown

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school.

Can also be used as a result of air pollution etc.

- All staff and students to remain in the school building and all external doors and windows to be locked.
- All outside activities to cease immediately and students and staff to return to the main building.
- In the event of air pollution or chemical, biological or radiological contaminants, air vents, fans, heating to be closed or turned off.
- Use items around you to seal up cracks around doors and any vents in the room
- Staff to await further instructions.

The coding for this message will be:

"PLEASE REMAIN IN OR RETURN TO YOUR CLASSROOM AND CLOSE ALL EXTERNAL DOORS AND WINDOWS."

Tania Bashir to inform the emergency services who will advise as to the best course of action.

Emergency Services will gain access to the school premises via an electronic release switch for the main pedestrian entrance, located in the SBM office.

Full Lockdown

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

The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate Action

- All staff and students to remain in their classroom or move to the nearest classroom.
 - All outside activities to cease immediately and students and staff to return to the main building.
 - Support staff to remain with their classes.
 - Visitors to be shown where to go. @@@@ (TBC)
 - External doors locked. Classroom doors – latches secured.
 - Windows closed securely, blinds drawn on ground floor, internal door windows covered.
 - Staff and students to sit quietly out of sight and where possible in a location that would protect them from gunfire.
 - Lights, smartboards and computer monitors turned off.
 - Mobile phones turned off or turned to silent so that they do not give away your position.
- A register to be taken of all staff and students in each classroom/office.
- Communicate register of staff and students to the Deputy Head on the Absence Line number. This should be done via email.
 - Staff should await further instructions.

Staff and students to remain in lock down until it has been lifted by a member of SLT or the emergency services. At any point during the lockdown, a tanoy may be given to say that **Mr Green has left the building**, which is a cue to stand down the LOCKDOWN. Additionally, a tanoy message will be played to evacuate the building immediately. This will be broadcast as: @@@@ (TBC)

In the event a school is in lockdown and the fire alarm sounds, please remain where you are. Premises will inform the emergency services, silence the alarm and check the area. Premises to approach with caution in case the alarm has been activated by an intruder. If a fire is detected Premises to resound the alarm and the school to evacuate using the tanoy message: @@@@ (TBC)

Classes or groups out of school on Educational Day Visits will be contacted by a Designated Person to remain in a safe location, away from the school premises.

Communication with parents

In the event of a lockdown the incident or any developments to be accurately communicated with the parents as soon as is practicable, via SchoolPing

- Parents/carers to be told that the school understands their concerns and that they are doing everything possible to ensure their child's safety.
- Do not contact the school. The phones may not be staffed.
- Do not come to the school.

This could interfere with emergency services or put themselves at risk. All external doors will be locked and no-one will be allowed in or out.

- Wait for the school to contact them about when it is safe to collect their children and where from.
- Keep them informed of what will happen if the lockdown continues beyond school hours.

Designated named persons

- Maria Lewington (HT)
- Keeley Alborough (DHT)
- Tania Bashir (SBM)

- Ray Royer (PL)
- Evelyn MacSweeney (AHT)
- Helen Davies (AHT)
- Joanne Power (AHT)

#	Initial response - lockdown	Complete?
1	Ensure all Students are inside the school building. Alternatively, ask Students to hide or disperse if this will improve their safety.	
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
3	Dial 999. Dial once for each emergency service that you require.	
4	Ensure people take action to increase protection from attack: • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall • Keep out of sight • Draw curtains / blinds • Turn off lights • Stay away from windows and doors.	
5	Ensure that Students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
6	If possible, check for missing / injured Students, staff and visitors.	
7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	