



Anchorholme Academy

LOCKDOWN PROCEDURE



Lockdown procedures are 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, restricting access or entry to the main site and outbuildings.

Procedures aim to minimise disruption to the learning environment whilst providing the safety of all pupils and staff, ensuring they are in a safe space away from a potential risk.

Lockdown procedures may be activated in response to any number of situations:

- A reported incident/ civil disturbance/act of terrorism such as a fast moving incident involving firearms or weapons in our local community where there is a potential risk to staff and pupils in the school.
- An intruder on the school site who poses 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.
- An aggressive animal on site.

The lockdown plan is as follows:

Signals	
Signal for Lock-down	Ringer over the speaker system followed by a pre-recorded message
Signal for all-clear	Message over speaker system followed up by a verbal message from a member of the Senior Leadership Team (SLT)
Lockdown	
Rooms most suitable for lockdown	All classes to remain in their classrooms
Entrance points (e.g. doors, windows) which should be secured	External Doors Fire Doors Internal Doors Windows
Communication arrangements	Mobile telephones Classroom telephones
Hostage situation	If someone is taken hostage on the premises, SLT should seek to evacuate the rest of the site



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INITIAL RESPONSE	SCHOOL RESPONSE	SIGN/TIME
Ensure all pupils are safely inside the school building. Ensure pupils are out of sight for their safety.	Teachers are responsible for their classes. Take cover under desks and where possible stay out of sight and close blinds/windows	
Lock/secure entrance points (doors/windows) to prevent an intruder entering the building.	All staff to secure entrance points for the area they are in External Doors – SLT/Site staff Fire Doors – All staff Internal doors/windows – All staff	
Dial 999.	Office staff – BL, FL, Admin	
Ensure action is taken to increase protection and safety of all: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor – under tables or against a wall. Keep out of sight Shut blinds Turn off lights Stay away from windows and doors	All staff responsible for the classes/areas they work in	
Ensure that pupils, staff, and visitors are aware of an exit point in the case of intruder gaining access	Use fire exits in classrooms or safest exit route	
Continual head count to ensure all pupils/staff are safe and no one is missing	All staff	
Remain inside/hidden until the all-clear is given by Headteacher/SLT/emergency services		

- Staff will be alerted to the activation of the plan through the continuous alarm sound interspersed with Lock Down instructions, this is audible throughout the school and via external speakers on the building.
- Pupils who are outside the school building are to be brought inside as quickly and calmly as possible unless this action will endanger them. If they are to remain outside, then they will be evacuated to Anchorsholme Library on Luton Road if open or Norbreck Primary Academy on Norbreck Road.
- Those inside the school should remain in their classrooms.
- Children or staff not in class for any reason (e.g. children using toilets when alarm is activated) must proceed to the nearest occupied classroom and remain with that class and class teacher. If



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possible, the 'host' member of staff should contact the child's teacher by internal phone to ensure accurate communication. If a class is in the dining hall, staff should collect the children immediately and take the children to their learning area where possible.

- If practicable, staff should notify the main office by phone that they have entered lock down and those children not accounted for.
- All external doors and as necessary, windows are to be locked (dependent on circumstances) – internal classroom doors may need to be blocked.
- Staff should remain calm and in turn, ensure the pupils are calm, everyone must remain in the lockdown position until informed by SLT.
- As soon as safe and possible after the lockdown, teachers should return to their base classrooms and conduct a roll call and notify the main office immediately of any pupils not accounted for.
- As appropriate, the office will establish contact with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via Class Dojo.
- Pupils will not be released to parents during a lockdown situation.
- If it is necessary to evacuate the building, the fire alarm will sound and evacuation procedures will commence.

It is of vital importance that the Lockdown Procedures are familiar to all members of staff. It is recommended that a Lockdown drill be undertaken at least once a year.

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 because 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 the building.
- All staff and pupils remain in building and external doors and windows locked.
- Movement may be permitted within the building dependent upon the circumstances -this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going assessment of risk based on the advice from the Emergency Services. This will then be communicated to staff, pupils and parents.

'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness should the situation escalate.

In the event of an air pollution issue, air vents and windows can be closed where possible, as an additional precaution. Emergency Services will advise as to the best course of action.



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Staff Roles:

1. Office staff ensure that their office(s) are locked and Police called if necessary using 999.
2. SLT, Site Manager and Office staff members lock Anchorsholme's entrance doors.
3. Teachers and TAs lock or close classroom door(s) and windows.
4. Adults check corridors and exit doors.
5. If a letting is in use, the lead adult must lock external doors.

Communication between parents and the school:

School Lockdown Procedures, especially arrangements for communicating with parents, will be shared with parents on Class Dojo and the school website.

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

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 school 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 Services.
- Do not come to the school. This could interfere with the Emergency Services' access to the school and may even put themselves at risk of danger.
- Wait for the school to contact them about when it is safe for them to collect their children.

A letter to parents/carers will be sent home at the earliest opportunity following any serious incident to inform parents/carers of the context of the lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

Example message wording:

'The school is in a full Lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody will be allowed in or out. Please do not contact school.'

Emergency Services:

It is important to ensure a line of communication is opened with the Emergency Services who will offer advice and guidance throughout the situation.