

Ashton Community Science College

Lockdown Procedure (Central Lockdown)

Version Control

Named Owner:	Abbie Tannock
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Overview of Amendments to this Version:	Full Procedure re-write.

Security lockdown procedure

Lockdown procedures are a proportionate response to internal or external incidents posing a threat to the safety of students, staff, and visitors. Situations that may trigger lockdown include:

- Intruder on-site
- Civil disturbance nearby
- Environmental hazard (gas leak, air pollution, smoke plume)
- Nearby major fire
- Dangerous animal on site

This policy sets out the procedures for initiating, maintaining, and lifting a lockdown in the event of a serious security or safety incident

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher/ most senior member of SLT.	<ul style="list-style-type: none">• Decide on the response needed.• Coordinate response via radios (channel 16).• Instruct office to activate lockdown alarm.• Record actions taken.• Contact emergency services if appropriate.• Maintain contact with emergency services.• Communicate with parents/carers if appropriate.
Receptionist	<ul style="list-style-type: none">• Instruct visitors to read and understand the emergency procedures printed on the back of their visitor lanyard.
Teachers and support staff	<ul style="list-style-type: none">• Bring class pupils to classroom or other place of safety e.g. if teaching outside move to the furthest away area of outdoor space.• Stay with pupils.• Lock classroom door and secure windows.• Close blinds.• Turn off the lights.• Cover the glass panel on the door(s).• Teachers should instruct the class to crouch down low, get away from windows and hide under furniture.• Keep students calm and silent.• Do not allow students on their mobile phones but do ensure all phones are silent.

STAFF MEMBER	RESPONSIBILITIES
Site Supervisor(s)	<ul style="list-style-type: none"> Monitor site as appropriate and ensure all access points are secured.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Dedicated 'lockdown' alarm is a 60 second ring of the school bell.	The all-clear signal is another 60 second ring of the school bell.

Security lockdown plan

Our safe assembly points	<ul style="list-style-type: none"> In classrooms: Pupils remain in their current classroom. Lock doors, close blinds/curtains, stay out of sight, and keep quiet. In corridors or other indoor spaces: Pupils and staff move quickly to the nearest safe classroom or secure space. Visitors: Lockdown in the nearest safe space as directed by a staff member. PE lessons (outside): Move quickly to the furthest edge of the school field, get low, and remain out of sight. The supervising staff member must assess the situation and decide if it is safer to return indoors (e.g., in the case of an environmental incident). Diggery area: Lock gates. Move to the furthest point of the Diggery away from the main site. The supervising staff member must assess the situation and decide if the class should move indoors (e.g., in the case of an environmental incident).
Break and Lunch	<ul style="list-style-type: none"> Years 7–9: Duty staff direct students through yard doors into first available safe space. Years 10–11: Duty staff direct students into Inspire Building and follow lockdown procedure. Dining Hall: Lock doors, move students out of sight, maintain silence. Staff moving to/from Hive: Enter nearest safe space and lockdown.

Steps to increase protection	<ul style="list-style-type: none"> • Lock and screen doors. • Position children away from sightlines from external doors and windows – for example, under a desk/ table. • Turn off lights and monitors. • Make sure mobile phones and electronic devices are silent or turned off. • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	<ul style="list-style-type: none"> • A WhatsApp Chat used by key staff (Headteacher, Deputy Headteachers, Business Manager, IT Technicians, Site Supervisors and Schools Operations Manager). These staff monitor the CCTV around school during a lockdown and communicate with each other. • The Headteacher/ most senior member of SLT will decide on what other method of communication to be used to whole staff body in any given scenario.
Communication with parents/carers during a lockdown	<ul style="list-style-type: none"> • The Headteacher/ most senior member of SLT will decide the method of communication with parents/carers in any given scenario.
Arrangements for pupils or staff with additional needs	<ul style="list-style-type: none"> • Deaf Support staff and students require notification about lockdown via their pagers. • The student receptionist will activate the pagers by turning the key in the lockdown activator for the pagers. • Once the lockdown has been cleared the key will be turned again to remove the lockdown message off the pager.
Lockdown duration	<ul style="list-style-type: none"> • The school should remain in lockdown until The Headteacher/ most senior member of SLT or the emergency services confirm that it has been lifted. • The release alarm (school bell) will be rung for 60 seconds to signal that lockdown is over.
Security lockdown drills	<ul style="list-style-type: none"> • Lock down drills are conducted at the start of each term.

Lockdown action check list

Use this checklist to take actions and record them during lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

Designated staff to lock doors:

Network Manager	Tom Bleasdale
Assistant Network Manager	Joe Boone
ICT support Technician	Aidan Reeves
Buisness Manager	Pamela Cummins
Operations Manager	Abbie Tannock