



BISHOP RAWSTORNE
Church of England Academy

Lockdown Policy

'But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere'
James 3:17

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This document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

FORTITER ET FIDELITER
Bravely and Faithfully

Bishop Rawstone Church of England Academy Lockdown Policy

Verse

“But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.”

James 3:17

Vision

“Bishop Rawstone Church of England Academy aspires to cultivate wisdom rooted in Christian Values. It is our vision that all members of our community will experience life in all its fullness, flourishing through dignity, knowledge and understanding, bound together in unity, giving hope and worth to all.”

Our Values

Hope, Service, Compassion, Peace, Wisdom, Fellowship.

Our values are taken from the work of Neville Norcross ‘Christian Values for Church Schools’. Whilst there are many Christian values, we have chosen the six above to complement our commitment to a rich curriculum and outstanding pastoral care.

CODE OF CONDUCT IN OUR CHRISTIAN COMMUNITY

Our aim is to ensure that you feel happy, safe and secure in your school.

We believe:

- that every individual in our community is a unique and valuable creation made in the image of God.
- we all have a right to be considered equal, worthy of respect and esteem.
- we all have a responsibility to treat others as we would like to be treated ourselves.

LOCKDOWN POLICY

All schools should consider the need for robust and tested **school lockdown procedures**. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog or other animal roaming loose.

This policy will detail:

- Roles and responsibilities of key staff.
- The procedures to be followed.
- School site plan e.g. the layout of buildings and their proximity to one another.

Roles and responsibilities

Role	Key Staff	Responsibilities
Incident Management (Use #general slack channel)	P Cowley B Ward	Co-ordination of response to the risk, overseeing security of the site, liaison with local authority and emergency services, communication with governors and press. Support SBM with IT and facilities management.
Internal Management (Use #on-call slack channel)	H Winter A Duckworth	Co-ordination of actions to ensure that all pupils and colleagues are accounted for and that measures are enacted correctly.
SLT	R Saunders J Nolan L Petts	Assistance provided to the HT and DHT under their direction Prioritise the confirmation of pupil and colleague locations and safety with registers where and when possible.
SBM	L Hood	Co-ordination of site response with facilities and IT, liaison with the local authority and emergency services as required.
Office & IT Services	S Gaskell C Prior S Hackney M Mawdsley	Support with internal & external communication as directed by PCO/BWD) Support for HWI/ADU in ensuring pupils & staff accounted for.
Teachers and support colleagues		Ensure that all pupils, colleagues, and visitors on site are within a safe space, register those present (issued to SLT via Synergy or email), and remain with pupils until otherwise directed.

Tiered Response

There are three tiered conditions that inform all responsible persons of the status of any incident and guide all colleagues and pupils as to the appropriate actions to take.

It is important that there is an acknowledged distinction between what are termed ‘invacuations’ and ‘lockdowns’.

An invacuation is an inverted evacuation – rather than asking individuals to leave buildings for their safety, an invacuation brings all individuals into the buildings for the benefit of their safety. The threat is likely to be externalised, and actions are required to prevent individuals exiting the premises into a zone of danger or allowing the threat access into the school premises.

A lockdown is a further measure that sees pupils and colleagues secure themselves within rooms inside of buildings in response to a heightened risk. The risk is likely to be within the grounds and/or buildings and poses an imminent threat to life.

Green

The GREEN status is a condition 'normal' in which school operates within its normal daily safeguarding parameters. The risk to colleagues and pupils is minimal and there is no intelligence of any heightened risk that requires an alteration from the normal school routine. Safeguarding measures in place to ensure the safety of all within the school are in place and sufficient.

Amber – Invacuation

An AMBER-INVACUATION is a second-tier response to an incident that presents an external threat to the safety of both pupils and colleagues within the school.

The cause of an AMBER-INVACUATION alert could be one of the following:

- An incident in the local community
- An instruction given by the emergency services in response to a local situation

Typical examples of localised, but external, incidents include gas leaks, civil unrest, and environmental situations such as floods.

In response to an external threat factor, the school will activate an AMBER INVACUATION situation. The purpose of the AMBER INVACUATION is to prevent external factors from effecting both pupils and colleagues and prevent individuals from leaving a safe environment within school and potentially be exposed to heightened risks to their safety outside of the school buildings.

If one of these instances occurs it is prudent to ask colleagues and students to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. The procedure to be followed is below. It is important to remain as calm as possible to ensure that students are emotionally supported.

Red – Lockdown

A RED-LOCKDOWN is a top tier response to an incident that presents an immediate internal threat to the safety of both pupils and colleagues within the school.

The cause of a RED-LOCKDOWN alert could be one of the following:

- An intruder within the school premises or grounds
- An instruction given by the emergency services in response to a local situation
- An incident within the school

In response to an internal threat factor, the school will activate a RED-LOCKDOWN situation. The purpose of the RED-LOCKDOWN is to maintain the safety of individuals within the school and confine the threat as much as is reasonably practical.

If one of these instances occurs it is prudent to ask colleagues and students to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. Anyone noticing anything that poses a threat to the safety of all within the school should apply the 'RUN HIDE TELL' methodology.

RUN

- Escape if you can
- If you are unable to run, HIDE
- Make yourself safe, advising others as you do so.

HIDE

- Find cover that conceals your presence and offers protection if possible
- Be aware of your exits to prevent you becoming trapped
- Secure the space by locking and barricading the area if possible.

- Move away from doors and windows.

TELL

- When it is safe to do so, inform SLT
- If you are unable to reach SLT with one effort, call 999

The procedure to be followed is below. It is important to remain as calm as possible to ensure that students are emotionally supported.

Fire Alarms

Due to the risk of a break glass being used to force students and staff into the open, the fire alarm protocols are suspended for the duration of the incident. If the fire alarm goes off, site/ PCO/ BWD to ascertain if there is a genuine fire. Should evacuation be required, an Audibant message used to signal evacuation in the area affected.

Martin's Law

It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff and support staff. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan. (Regular practices will increase their familiarity). Parents too should know that the school has a lockdown plan and details of how to obtain a copy will be placed on the school website.

It would also be good practice to:

- Conduct a number of tabletop exercises with the Senior Leadership Team to test the procedures against various scenarios.*
- Rehearse lockdown arrangements with all staff and students.*
- Display lockdown drill information in every classroom alongside information relating to fire drills – update information in classrooms.*

Procedures

In the event of an incident, the following procedure shall apply:

Alert sound: A senior member of staff **ONLY (PCO, BWD, HWI)**, or a member of staff under the direction of a senior member of staff, will activate the Audibant System, which will announce either 'AMBER INVACUATION – please follow invacuation procedure' or 'RED LOCKDOWN – please follow lockdown procedure'.

The Office/ IT team will issue a pop-up message to all staff. A second alert will be sent to colleagues to notify them of the incident. e.g. via email/ staff text notification, etc., where and when it is safe to do so.

AMBER ACTIONS: The following actions must be implemented once the AMBER invacuation alert is activated.

- **ALL:** All students and staff should with immediate effect remain in their classroom and close all classroom doors. If the door has an internal 'thumb-turn', it should be locked.
- **ALL:** Any staff or pupils out of their room should return to their classroom or the nearest safe room.
- **ALL:** If outside of lesson time, designated safe areas are:
 - Sports Hall
 - Gym
 - Main Hall
 - Tutor Rooms

- **ALL:** Staff and students in the sports facilities or on the school field/astro turf should immediately and quickly make their way back into school and assemble in the Sports Hall, ensuring that the Sports Hall door is properly closed.
- **ALL:** All window blinds should be closed, lights can stay on and teaching can (where practical) continue.
- **ALL:** No phones should be used, and colleagues should continue to apply the school's mobile phone policy for pupils. Pupils should be reminded that school will communicate with parents and messaging them could result in parents coming to school and being at risk.
- **ALL:** Colleagues in offices should remain in the office in which they are based.
- **VISITORS:** All authorised visitors working within the building should either remain with their host (e.g. if they are in a meeting), with their class (e.g. supply staff) or make their way to the chapel and await further instructions.
- **FACILITIES/SLT:** If it is safe to do so the site manager or a senior member of staff will lock the external doors and close gates to the site.
- **CATERING:** Kitchen staff should lock the outer kitchen door and await further instructions from a senior member of staff.

All individuals must remain within their safe rooms for the duration of the incident. There must be no movement between blocks due to the external nature of the threat.

No individuals will be granted entry to the site other than emergency services as to do so may compromise the safety of all occupants. Regardless of the time and date of any incident, no individuals shall be permitted to leave site during an AMBER INVACUATION as to do so may increase the risk to their safety and that of others.

- **Incident Management team:** Will evaluate the incident to ascertain the next actions required.
- **Incident Management team:** Follow instructions given by the emergency services and if possible, inform the LA's Director of Children's Services of the situation and request on standby any support required.
- **Internal Management team:** Will establish that all staff and students are accounted for. If anyone is missing, liaise with incident management team to agree next steps in line with risk.
- **ADMIN:** Notify parents/carers by text during the event if safe to do so, if not as soon after the event as practically possible. An approved message advising of the situation and requesting parents/carers to refrain from coming to site until advised should be issued when possible.

All individuals must remain within their safe rooms for the duration of the incident. There must be no movement between blocks due to the external nature of the threat.

End of incident: Once the situation is resolved, a senior member of staff ONLY (PCO, BWD, HWI), or a member of staff under the direction of a senior member of staff, will give the 'Green All Clear' Audibant message. IT will also issue a pop-up message to all colleague computers to confirm that the AMBER INVACUATION has ended stating 'CONDITION GREEN – situation clear'.

On completion of the incident, the Headteacher will inform the LA's Director of Children's Services of the situation and request any support that may be required.

Debrief: The Headteacher will debrief all colleagues on the incident and inform all parents what has occurred, providing reassurance for the safety of all students and colleagues. If required other agencies will also be informed, as appropriate.

- The incident will be logged, and a review of the procedures will be undertaken.
- PEEP's will be reviewed for students who require assistance with mobility.

Review: A process and incident review will be completed post-event. Any changes required will be brought to the attention of all colleagues and if required a drill completed to evaluate the suitability of the change.

RED ACTIONS: The following actions must be implemented once the RED LOCKDOWN alert is activated.

- **ALL:** All students and staff should with immediate effect remain in their classroom and close all classroom doors.
 - If the door has an internal 'thumb-turn', it should be locked.
 - An effort to barricade the door should be made.
 - All window blinds should be closed, lights and student monitors turned off.
 - Move all persons away from doors and windows as far as is reasonably practical
- **ALL:** Any staff or pupils out of their room should return to their classroom or the nearest safe room.
- **ALL:** If outside of lesson time, designated safe areas are:
 - Sports Hall
 - Gym
 - Main Hall
 - Tutor Rooms
- **ALL:** Staff and students in the sports facilities or on the school field/astro turf should immediately and quickly make their way back into school and assemble in the Sports Hall, ensuring that the Sports Hall is safe and secure before moving inside. If the hall is unsafe, colleagues should divert to the nearest safe space. Once everyone is within the space, ensure that door is properly closed.
- **ALL:** Colleagues and students should stay calm and quiet. No phones should be used, and colleagues should continue to apply the school's mobile phone policy for pupils. Pupils should be reminded that school will communicate with parents and messaging them could result in parents coming to school and being at risk.
- **ALL:** Colleagues in offices should remain in the office in which they are based.
- **VISITORS:** All authorised visitors working within the building should either remain with their host (e.g., if they are in a meeting), with their class (e.g., supply staff) or make their way to the chapel and await further instructions.
- **IT:** Where safe to do so, IT will provide CCTV observation and feedback information about the incident-to-Incident Management Team (PCO, BWD) via a secure mobile phone.
- **FACILITIES/SLT:** Where safe to do so, the site team and senior staff will lock the doors of individual blocks to further secure these spaces and confine the incident to a limited area.

- **CATERING:** Kitchen staff should lock the outer kitchen door, turn off any fire risks (ovens etc.) and make their way to the Chapel.
- **Incident Management Team:** Will evaluate the incident to ascertain the next actions required.
- **Incident Management Team:** The person who has activated the lock-down will **call 999** and ask for police assistance, stating the school name and address and provide a brief description of the situation.
- **Incident Management Team:** Follow instructions given by the police and if possible, inform the LA's Director of Children's Services of the situation and request on standby any support required.
- **Internal Management team:** Will establish that all staff and students are accounted for. If anyone is missing, liaise with incident management team to agree next steps in line with risk.
- **ADMIN:** Notify parents/carers by text during the event if safe to do so, if not as soon after the event as practically possible. An approved message advising of the situation and requesting parents/carers to refrain from coming to site until advised should be issued when possible.

End of incident: Once the situation is resolved, a senior member of staff ONLY (PCO, BWD, HWI), or a member of staff under the direction of a senior member of staff, will give the 'Green All Clear' Audibant message. IT will also issue a pop-up message to all colleague computers to confirm that the RED LOCKDOWN has ended stating 'CONDITION GREEN – situation clear'.

On completion of the incident, the Headteacher will inform the LA's Director of Children's Services of the situation and request any support that may be required.

Debrief: The Headteacher will debrief all colleagues on the incident and inform all parents what has occurred, providing reassurance for the safety of all students and colleagues. If required other agencies will also be informed, as appropriate.

- The incident will be logged, and a review of the procedures will be undertaken.
- PEEP's will be reviewed for students who require assistance with mobility.

Review: A process and incident review will be completed post-event. Any changes required will be brought to the attention of all colleagues and if required a drill completed to evaluate the suitability of the change.

SCHOOL LOCK- DOWN DOOR CONFIGURATION				APPENDIX A	
Building	Location	Lockable External	Lockable Internal	Borg Lock	Keys Required
Main	Green entrance door (middle)	Key	Thumb Barrel Lock	Yes	None
Main	Dining room x2 + orangery	Key	Thumb Barrel Lock	No	None
Main	Kitchen Staff Entrance	Key	Thumb Barrel Lock	No	None
Main	PE Corridor	Key	No (push Bar)	No	Yes
Main	Girls Toilet Entrance	Key	No (push Bar)	No	Yes
Main	Dining Entrance	Key	Thumb Barrel Lock	No	None
Main	Beaumont's 2	Key x 2	Thumb Barrel Lock	No	None
Reception	Main Green	Key (bottom Lock)	Thumb Barrel Lock	No	None
Reception	Deputy Head Side Door	Key	Thumb Barrel Lock	No	None
Library	Library	Key	Thumb Barrel Lock	No	None
A Block	Main Door	Key	Key	No	Yes
Science	Main Entrance	Key	Key	No	Yes
Science	Fire Door Main Corridor x 2	Key, Permanently Locked	No (push Bar)	No	None Pull doors to
Sports	Main Entrance	Key	Key	Yes	None, slide catch on internal Borg Lock
Technology	T8	Key	Key	Yes	None, slide catch on internal Borg Lock
Technology	T4 Side Door	Key	Thumb Barrel Lock	No	None
Technology	T5 Side Door	Key	Thumb Barrel Lock	Yes	None
Technology	Woodwork side of T5	Key	Key	Yes	None press F on external Borg Lock
Technology	Main Entrance	Key	Key	No	Yes
Technology	T2 External Door	Key	Key	Yes	None press F on external Borg Lock
Technology	T3 External Door	Key	Key	Yes	None press F on external Borg Lock
Technology	Cookery Corridor Door	Key	Key	No	Yes
Modular	Main Entrance	Key	Thumb Barrel	No	None
Modular	Fire Exit	Locked	Push Bar	No	None
English	Main Entrance	Key	Thumb Barrel Lock	No	None
English	Side Door	Key	Thumb Barrel Lock	No	None

