



# LOCK DOWN POLICY

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## **Policy and Procedures**

### **POLICY**

Easterside Academy is committed to maintaining a safe learning environment for all students. The Governing Body recognises that in life threatening situations, pupil safety may best be achieved by 'locking down' the school rather than implementing a general evacuation. In such instances the Head Teacher will suspend the normal daily routine and require all pupils and staff to remain in or follow 'lock down' procedures until such time as the Head Teacher (DHT or SBM in HT's absence), or police determine it is safe for the regular routine to resume.

Emergency lock down procedures are initiated should a high risk incident involving: weapons, hazardous environmental situation, severe weather warnings, serious incidents in the community, unauthorised entry, hostage taking, hold-up or other dangerous or violent incidents which could pose immediate threat to life.

### **ROLES**

#### **Head Teacher**

The Head Teacher is responsible for overall planning, the final content of the plan (agreed by Governors); scheduling drills; training staff and pupils and for the overall safety of staff and pupils. In an actual incident (not a drill), the police are responsible for management of the threat and subsequent criminal investigation, however the Head Teacher shall provide full cooperation with them.

#### **School Staff**

School staff have responsibility for the safety and well-being of all the pupils in their care at the time of the lock-down 'drill' or actual incident. They are expected to carry out the 'lock down' plan both during a 'drill' and an actual incident. School staff should ensure that the children in their care are aware of the lock-down procedures and understand how they are different from say a fire practice. They must ensure that all children follow the lock-down procedures.

### **Procedures**

#### **When a Violent Incident Occurs**

Although every effort is made to ensure a safe school environment, staff and pupils need to be aware of the possibility that a violent incident can occur at any time in any location within a school.

If you observe a violent incident: **DO NOT CONFRONT THE SUSPECT.**

It is critical to quickly notify the Head Teacher and/or Deputy Head Teacher/School Business Manager and/or the main office through using the

internal telephone system or radio. As well, if it is safe to do so without danger to yourself or others, obtain the following details:

- Location and number of suspects.
- Suspect moving or stationary.
- Identify.
- Description of physical appearance (clothing, build, etc).
- Description of weapons.
- Possible motive or threats made.
- Any known injuries and location of casualties.

### **When Head Teacher or Other designated person is Notified of a Violent Incident**

The priority at this point is to confirm a violent incident is occurring. After confirming that one has occurred or is occurring, immediately implement the Violent Incident Emergency Response Plan. **Focus on maintaining a calm environment.**

### **ANNOUNCING CODE RED**

When notified of a violent incident, activate **CODE RED – LOCKDOWN** by:

- Activating the 'lock down' bell (located in main office / HT office / SBM office – red switch). The sound of the alarm is similar to the fire alarm, however clearly stops and starts rather than a continuous sound. This clearly gives a signal to the whole school that lockdown procedures need to be initiated – this can and should also be done through the use of the internal phones (if no access to alarm) and the radios to inform those outside the building.
- Dial 999 – this may need to be done up to three times if all emergency services are needed.

A call to 999 will initiate assistance from the police services, as well as fire and ambulance services if required. When you call 999, provide the following instructions:

- Identify yourself, the school name, and full address.
- Describe the situation/type of situation (provide all known information).
- Identify if anyone is injured, type of injury and the severity of the injuries if known.
- Stay on the line and continue to provide information as requested by the emergency operator.

These should happen as closely together as possible. The Head Teacher or designated person (if Head Teacher is out) – Deputy Head Teacher, School Business Manager or another member of Senior Leadership Team, will have to use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of pupils and staff who may be at risk. In most instances it would be to activate the CODE RED first.

**999 should be called again** at any time to update the emergency services if any further intelligence is known.

## **CODE RED PROCEDURES**

Upon hearing the 'Lock Down' alarm, staff will immediately initiate **LOCKDOWN** procedures.

**During Code Red procedures, occupants will disregard the fire alarm unless otherwise informed. This is if the lockdown bell changes to continuous without breaks.**

**Code Red** is in effect until cancelled by the Head Teacher or Designated Person or emergency services. This will be done using the password. The password is shared with all staff annually at the beginning of the academic year and will be used when asking staff to come out of lock down.

## **PROCEDURES FOLLOWING CALLING CODE RED**

- **LOCKDOWN** is referring to the procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations away from a perceived threat. For example when an intruder is seen on or near the school site.
- **LOCKDOWN** could also apply if the intruder is within the school buildings, in which case a quick assessment will be made as to whether it is safer to keep pupils within their classrooms or to evacuate and disperse them. This will be done by the Head Teacher or the designated person in the Head Teacher's absence. The internal phones and radios will be used to inform staff.
- The Head Teacher or designated person will activate the lockdown signal which is 'Lock Down' alarm. This can be activated in the main office / HT office / SBM office and is a red switch. If this cannot be done the internal phones/radios will be used. Radios will also be used to inform anyone working outside the building.
- The Head Teacher or designated person will call the emergency services.
- Teachers and/or teaching assistants will clear the halls and corridors and get all pupils and staff into the nearest **'safe area'**. This includes any visitors within school.
- Care Team will check the KS2 toilets for children and take them to a designated safe area if it is safe to do so.
- Pupils must be trained as to where to go if a lock down occurs and they are in the toilets or anywhere else in the school, other than their classroom.

**If you are unable to get into a safe place – find the nearest place to stay hidden as best as you are able.**

**If safe to do so you can let someone you know into your safe area.**

**Doors MUST BE LOCKED** – use of star keys. (Star Keys kept on hook near door).

**SHUT/LOCK WINDOWS and CLOSE BLINDS/PULL CURTAINS.**

**TURN OFF LIGHTS.**

**Once in a SAFE AREA staff and children must stay out of sight from the classroom doors and windows as much as possible.**

**There may be circumstances when it is best to sit on the floor or under tables.**

**Staff will maintain (as best they can) a calm atmosphere in the room and keep alert to the emotional needs of pupils.**

**Pupils are asked to remain absolutely quiet – BE QUIET.**

- Staff will **ONLY** use their internal phones with vital information regarding the incident. If the internal phone rings you can answer it as it may be important information. If it is an intruder – hang up.
- Mobile phones are **NOT** to be used by staff unless communicating vital emergency information.
- **Staff take attendance in class** – Use the register number marked on the board. If any child is missing from the class this should be communicated to the Head Teacher or Designated Person leading the 'Lock – Down' via the internal phone or radios.
- Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstances.
- Staff will remain with their pupils at all times.
- If a teacher or TA is out of class at the time of the incident, then they should only attempt to go back to the classroom IF SAFE to do so. However if it is too risky or dangerous, then they should make their way to the nearest 'safe area'.
- Parents/carers will not be allowed to pick up their children during a lockdown procedure.
- If the children are outside, teaching staff, supervisors will, depending on the situation, either move them to the nearest 'safe place' indoors or move them in order to 'hide/take cover'. Radios should be used whenever children are outside for playtimes/PE sessions/Outdoor Learning/EYFS Outdoor Area. This includes lunchtimes.
- Children using the hall at lunchtime should be moved to the nearest 'safe area' – G. Robinson's Room or/and Nursery.
- Children in corridors should be taken to the nearest 'safe area'.

- Staff will keep pupils in the safe place until given the all clear via the internal phone or radios. A password will be given.
- The Head Teacher or designated person may give the all clear but ask staff and pupils to remain in their own classrooms E.g. Environmental hazardous spillage etc.

### **Out of School Hours**

- If the Head Teacher (Deputy Head Teacher or School Business Manger) is not on site the Site Manager is responsible for initiating 'Lock-Down' procedures and following them through with his staff and any clubs/activities on site.
- The Extended Schools Leader shall be responsible for making sure all external companies/providers are aware of the school's fire policy and 'lock-down' policy, and know where their nearest 'safe area' is to where they are working.
- Staff/external persons will take children in clubs to the nearest 'safe area'.
- All staff on site will find the nearest 'safe area' and stay there until told otherwise.
- If possible the Head Teacher or designated person will contact the site manager in the bungalow.

### **Debrief**

- Following any drill or lock down procedures a debrief will be carried out by the Head Teacher and School Business Manager. If these people were not present at the time, a debrief will be carried out by other members of the Senior Leadership Team who were involved. The debrief is there to explore if procedures were followed and whether there were any problems encountered, and if any different steps are need in the future. The debrief will be recorded and dated.

## LOCKDOWN – EMERGENCY RESPONSE FOR A VIOLENT INCIDENT

