

**Lock Down Plan Policy**

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| Policy Title | Lock Down Plan Policy |
| Version | V5.3 |
| Committee Approval | FGB |
| Approved | Yes |
| Date of Approval | 23rd March 2022 |
| Review Frequency | Annually |
| Review Date | March 2023 |
| Approved By : Headteacher | Helen Dunbavin |
| Approved By : Chair of Governors | Ann Clark |

**EQUALITY AND DIVERSITY STATEMENT**

**Hope High School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.**

**POLICY REVIEW**

**To ensure that this policy is relevant and up to date, comments and suggestions for**

**additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.**

HOPE HIGH SCHOOL

SCHOOL EMERGENCY

LOCKDOWN PLAN

March 2022

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| **Plan administration** | |
| Version number | 5.3 |
| Date of issue | 23rd March 2023 |
| Electronic copies of this plan are available from | Helen Dunbavin / Headteacher  Mike Tracey / Deputy Headteacher  Andy Argile / School Business Manager |
| Hard copies of this plan are available from | Helen Dunbavin / Headteacher  Mike Tracey / Deputy Headteacher  Andy Argile / School Business Manager |
| Date of next review | March 2023 |
| Person responsible for review | Andy Argile / School Business Manager |

This plan is confidential. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public without permission.

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| **Plan Sign-off:** | | | |
| **Role** | **Signature** | | **Date** |
| Head Teacher | |  | 23/03/2022 |
| Chair of Governors | |  | 23/03/2022 |
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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, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupil and visitors to the school and could include:

* A reported incident or civil disturbance in the local community;
* An intruder on the school site;
* A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
* A major fire in the vicinity of the school;
* A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

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| **Lead Responsible Person** | |
| Designated Senior Person | Helen Dunbavin / Headteacher |
| Deputy Designated Senior Person(s) | Michael Tracey / Deputy Headteacher  Andy Argile / School Business Manager |

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| **Signals** | |
| Signal for Lockdown | School bell ring 3 times and/or followed by radio call “Secure, Secure, Secure” |
| Signal for All-clear | Radio call from SLT member |

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| **Lockdown** | |
| Entrance points (e.g. doors, windows) which should be secured | All shutters to be closed if safe to do so.  All internal corridor doors to be closed if safe to do so. |
| Communication arrangements | * Two-way radios |
| Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes president and no-one should put themselves of anyone else in danger.  If someone is taken hostage on the premises, consider an evacuation of some or all of the site. | |

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| **Ref** | **Initial Actions** | **Tick / sign / time** |
| L1 | SOUND THE LOCKDOWN SIGNAL. |  |
| L2 | Any staff and children outside the school building PE / Forest School / Dog Therapy to move to forest school area and lock gate IF IT IS SAFE TO DO SO. Alternatively take cover behind hills. |  |
| L2 | All staff and pupils to return to their classrooms as quickly as possible.  *(Staff should not leave classroom to find out what is going on)* |  |
| L3 | Lock / secure all entrance points (e.g. doors, windows, shutters) to prevent the intruder entering the building. |  |
| L4 | Ensure people take action to increase protection from attack:   * Lock internal doors/windows if possible * Sit on the floor, against a wall with access door, to ensure no one looking into classroom can see people seated * Keep out of sight * Draw curtains / blinds / shutters * Turn off lights * Stay away from windows and doors. |  |
| L5 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. |  |
|  | If in locations adjacent to sensory garden, FT, Science, CB5, Assembly Hall , move to nearest room with shutters (those adjacent). |  |
| L6 | Complete Appendix 'A' with details known so far. |  |
| L7 | Dial 999 and report the incident to the Police. |  |

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| **Ref** | **Secondary Actions** | **Tick / sign / time** |
| L8 | Undertake a register as soon as possible. |  |
| L9 | Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for. |  |
| L10 | Try to establish as much information regarding the incident as possible. |  |
| L11 | Dial 999 and update the Police if required. |  |
| L12 | If safe to do so, check all corridors and toilets. |  |
| L13 | Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. |  |
| L14 | If possible, check for missing / injured pupils, staff and visitors. |  |
| L15 | Staff should encourage pupils to stay calm as far is possible. |  |
| L16 | If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known. |  |
| L17 | Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils **will not** be released during a lockdown. |  |
| L18 | Continue to follow advice/instructions from the Emergency Services. |  |
|  | No person is to leave a safe area until they have received the “all clear” signal |  |

**APPENDIX 'A' – Classroom Aide Memoir**

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| **LOCKDOWN PROCEDURE** | | |
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| **SIGNALS** | | |
| Signal for Lockdown | | School bell ring 3 times followed by radio call “Secure, Secure, Secure” |
| Signal for All-clear | | Radio call from SLT member |
| On hearing the above signal for a school lockdown take the following actions: | | |
| **ACTIONS** | | |
|  | Return to your classroom with pupils, as quickly and safely as possible. | |
|  | Close all doors and windows, lock if able to. | |
|  | Draw all curtains/blinds/shutters and switch off lights. | |
|  | Sit on floor, against a wall if possible. | |
|  | Undertake a register as soon as possible. Report any missing pupils to the office by 2 way radio. | |
| **STAY IN** | Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services.  **DO NOT** leave the classroom to find out what is happening. | |
| **KEEP CALM** | Keep pupils calm by offering constant reassurance. Keep as quiet as possible. | |