



Hope High School

Lock Down Plan Policy

Policy Title	Lock Down Plan Policy
Version	V1.2
Committee Approval	FGB
Approved	Yes
Date of Approval	15 th May 2021
Review Frequency	Annually
Review Date	1 st April 2022
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**

May 2021

Plan administration	
Version number	5.0
Date of issue	15 th May 2021
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	April 2022
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.

Plan Sign-off:		
Role	Signature	Date
Head Teacher		15/5/21
Chair of Governors		15/5/21

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.

Lead Responsible Person

Designated Senior Person	Helen Dunbavin / Headteacher
Deputy Designated Senior Person(s)	Michael Tracey / Deputy Headteacher

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

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	<ul style="list-style-type: none"> ▪ 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.

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. <i>(Staff should not leave classroom to find out what is going on)</i>	
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: <ul style="list-style-type: none"> ▪ 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.	

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

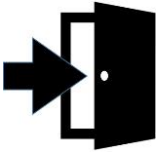




LOCKDOWN PROCEDURE

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.