



Madeley

Lockdown Procedures

Policy Reviewed: March 2025



Rationale

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

Lockdown Procedures

Circumstances triggering a lockdown

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community:

- An intruder on the school's site
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal
- A firearms or weapons attack.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Alerting the school community

An intermittent siren is used to alert the school community to an attack.

- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation.
- If possible, reception staff should inform the Principal immediately (Vice Principal in his absence; Assistant Principals in their absence).
- The Principal consults Emergency Services if appropriate. Principal (Vice Principal/Assistant Principal) makes decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Principal will sound the siren.
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Principal. Members of staff should sound the siren if they are able to.

Response to lockdown alert

If the alert occurs during lesson time:

- All students inside the school should remain in their classrooms.
- Students on the school site but outside the buildings should be brought in immediately and go to the Changing Rooms but only if it is safe to do so. Staff with students should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high-risk incident.

- The Sports grounds of Madeley School can be accessed via the side gate as an escape route. These routes must only be used in circumstances of extreme danger, and where safe to do so, Site Supervisors or P.E. staff should make sure these routes are unlocked.

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist students accompany them to seek alternative exits to the school site.

Once the students are inside the buildings:

- Classroom doors locked, where a member of staff with key is present.
- Windows will be secured and blinds drawn.
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Staff should encourage students to keep calm.
- Staff should inform students to put their phones on silent and to keep noise down.
- Students will be directed away from doors and windows.
- Staff should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, students should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when. Students need to know the principals Run, Hide and Tell (Appendix A).

For parents:

Parents too should know that the school has a lockdown policy, and a copy should be placed on the school's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

Should the lockdown go beyond normal school hours then parents will be asked to wait at the nearby Madeley Centre until the all clear is given. The Madeley Centre will also be used as a safe place should any staff or students evacuate at the outset e.g. from the school playing fields.

Emergency Services will support the decision of the Principal regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.

Training

- Staff informed about lockdown policy - Staff receive copy of the map of the school - with access points and alternative exits from the school highlighted.
- Staff training on the run, hide and tell practice (Appendix A).
- Students informed about lockdown procedure.
- Information to parents in a newsletter that we have a lockdown policy.
- Conduct a number of tabletop exercises with the senior management team to test the procedures against a variety of scenarios.

APPENDIX A

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTSO website at

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe Film for training

<https://www.gov.uk/government/publications/stay-safe-film> 4



Science, Innovation & Creativity Block - Upper Floor

Fire Warden: Mrs Sheppardson, Mr King



Science, Innovation & Creativity Block - Ground Floor

Fire Wardens: Mrs K Harvey



Main Block - Upper Floor

Fire Warden: Mrs V Riley, Mrs Fuller



Sports Barn

Fire Warden: Mr P Goodwin



Main Block - Ground Floor

Fire Wardens: Mr G Stevens, Mrs A Skelding, Mr T Sargant
Overall Mrs S Lee

**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

RUN HIDE TELL



At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So Stay Safe, and just remember the words:

RUN. HIDE. TELL.

To watch the Stay Safe film, visit
www.npcc.police.uk/staysafe

Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on 0800 789 321. Our specially trained officers will take it from there. Your call could save lives.

Always in an emergency, call 999.

Draft Letter to Parents / Carers

Dear Parent / Carer,

Re: Enhancing safety in our school

At Madeley School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on [insert date].

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- In instances where personnel, students, volunteers or staff become a threat to the well-being of others
- A disturbance or dangerous situation in the local community that could affect the school
- If an extreme weather event causes the students to be at risk.
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our procedure

Our lockdown procedure is as follows:

- An intermittent siren will sound to alert the school community that we need to lockdown
- The emergency services will be contacted
- If the alert happens during lesson time then all students should remain in their classrooms, or go into the nearest classroom if outside of the lesson, eg going to the toilet.
- Students on the school site but outside the buildings, eg a PE lesson, should be brought in immediately and go to the Changing rooms.
- Once students are inside the building classroom doors will be locked with windows secured and blinds drawn. Students and staff will sit quietly out of site (eg under a desk). Staff will encourage students to remain calm with all phones turned off/silent.
- Staff will take attendance of students in each classroom and prepare a list of extra or missing students.
- Staff will then await further instruction and avoid making calls to Senior Management or Reception.
- Senior staff will conduct an ongoing dynamic risk assessment based on advice from the emergency services
- Lockdown will remain until lifted by a senior member of staff or the emergency services. 5 rings of the bell will indicate safety and the end of lockdown
- If it becomes necessary to evacuate the fire alarm will sound.

Instructions for parents in the event of a lockdown

- If lockdown occurs parents will be notified as soon as it is practical to do so via text and email.

- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents are requested not to come to the school, as students will not be released during lockdown.
- Parents should not expect your child to call you, nor should you call your child's mobile, as the lockdown procedure requires silence in order not alert an intruder to the presence of students and staff in the classrooms
- Parents should not discuss the event on social media, as this may spread false information and create panic
- Should the lockdown go beyond normal school hours then parents will be asked to wait at the nearby Madeley Centre until the all clear is given. The Madeley Centre will also be used as a safe place should any staff or students evacuate at the outset e.g. from the school playing fields.

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child, school personnel and visitors.

If you or your child have any further concerns or questions, please do not hesitate to contact me at the school

Yours sincerely,

Policy Review:

Signed by:



(Principal)

Signed by: (Chair of Academy Council)

Date: March 2025

Next Review Date: March 2028