

Journey Independent School Lockdown Policy

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Lockdown Procedure:

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

Context:

- 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.).
- A major fire in the vicinity of the school.
- A severe weather event.
- Terrorist attack.
- Or any other issue that the Headteacher may consider to be a threat to the academy staff and students.

Lockdown Arrangements:

There are two types of lockdown; partial and full.

Partial Lockdown - This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building.

Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. A Full Lockdown requires immediate action.

Roles and responsibilities:

Staff Responsibilities:		
Headteacher/Director of Learning	Nominated as the lockdown manager to initiate, manage and conclude the lockdown. Management of the ongoing situation	
School Business Manager	To contact the Police and Local Authority if necessary and to manage the ongoing situation. To email/text all staff to advise of the current lockdown position. To ensure all staff also receive a text message, informing those teachers that are outside of the school grounds to stay away until the all clear message is received.	
Teachers and support staff	To close all windows and classroom doors, securing all students in classroom. Lock classroom door from inside and move students away from windows. If the door does not lock, then please try to barricade, using classroom tables.	
Signals from the Headteacher/Director of Learning		
Lockdown signal	"We are in full Lockdown. Do not attempt to leave the building. Find a place of safety, get out of sight, and remain	

	silent. Lockdown, Lockdown.”	
All clear signal	“Lockdown is now over, thank you for remaining in your locations and for your co-operation.”	
Evacuation Signal	Direction to evacuate if required	
Lockdown		
Assembly points	Nearest classroom. Anyone who is not in a classroom at the time of the alarm, i.e. is in the toilets or corridors, then they should quickly make their way to the nearest open room. • The Admin team to lock themselves in the nearest safest room.	
Entrance and Exit points	All teachers to close windows and doors Reception Staff to ensure that the main doors are secured and seek safety in the admin office.	
Bringing children inside	The lockdown announcement will signal that all students must enter the building and to find a safe location to hide. This will be under the supervision of the staff members. If the lockdown announcement sounds during social times Duty Staff must assume responsibility for the students who are outside and muster them to a safe place via the nearest entrance. If exams are taking place, then they should remain in the location of the exam.	

Steps to increase protection from danger	Position children away from sightlines from external doors and windows, for example under a desk Turn off lights (where possible) and monitors Ensure mobiles phones and electronic devices are on silent, or turned off Barricade doors if required. If you are in a room with no locks, then try to barricade the doors with tables or chairs. Use posters from walls or other items available to covers windows	
Internal Communication	Where possible staff can communicate via their work phones	
Contact with parents	Where possible a text message will be sent to all parents informing them about the incident, providing reassurance. Parents will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.	
Additional notes	Drills will be practiced to prepare pupils in the event of an actual lockdown	

Basic principles are as follows:

Staff will be alerted to the activation of the plan by a recognised lockdown message .

Communication must take place via telephone or radio to prevent any member of staff being put at risk.

Students who are outside of the school buildings should be brought inside as quickly as possible and those inside the school should remain in their classrooms.

All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms.

Internal classroom doors should also be locked and or barricaded.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their school phone. Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

CCTV will be viewed by the office staff throughout the lockdown for up to date CCTV activity.

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.

Students will not be released to parents during a lockdown.

If it is necessary to evacuate the building an announcement the Headteacher/Director of learning will instruct staff.

Policy circulation:

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of the detailed procedures, via assemblies and via drills.

The school will conduct a lockdown drill at least twice per year.

Parents will be made aware that school has a lockdown plan, and a copy will be available for parents on request.

The information on this policy will be included on our website and in the student handbook

Devising policy:

To create this policy we have considered communication methods to be used, the SEN requirements of our students.

