

SHINE
ACADEMIES



Emergency
Lockdown Policy
September 2024



Emergency Lockdown Procedure

Introduction

The safety of pupils and staff at SHINE academies is paramount. A lockdown procedure can help school leaders to secure the safety of pupils and staff at their school during a crisis. This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff and visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to several situations, but some of these may be:

- A reported incident/civil disturbance in the local community (with potential risk to pupils and staff in the school);
- An intruder on site (with potential risk to pupils and staff in the school);
- A warning received regarding a risk locally, of air pollution. (smoke, gas, plume etc);
- A major fire in the near vicinity of the school;
- The proximity of a dangerous dog roaming loose.

The lockdown procedure checklist can be used as guidance on what to do in case of an emergency. All pupils, staff members and visitors will be made aware of their exit point in case a hostile intruder has gained access to the school building.

Notification of lockdown

The Head of School will ensure that all staff understand when and how the procedure will be implemented. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A risk of pollution
- A reported incident/civil disturbance in the local community with potential risk to pupils and staff in the school);

A full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the near vicinity of the school
- The proximity of a dangerous dog or other dangerous animal roaming loose.

Full Lockdown procedure

1. The signal for staff to implement the procedure is **via classroom telephones**. A horn signal will also be sounded to alert staff/children outside of the classroom e.g playground, corridors and toilets.

2. These signals will activate the children being ushered into the school building if on the grounds as quickly as possible and the locking of the school offices and all outside doors where possible to remain safe.
3. At the given signal the children remain in the room, adults will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from sight lines from external doors and windows/lights/ smart boards and computer monitors need to be turned off.
4. Children and staff not in class will proceed to the nearest secure room and remain with that class and class teacher e.g. children using the toilets will go to the nearest classroom not back to their own classroom.
5. All external doors and windows if necessary are to be locked. This is to be done only if safe to do so.
6. Once in lockdown mode the staff should notify the office immediately of any pupils not accounted for or pupils who are with them who would not usually be.
Contact needs to be made via classroom telephones.

NO ONE SHOULD CONTINUE TO MOVE AROUND THE SCHOOL. If alerted a lockdown is taking place, staff/children should go to the nearest classroom or contact point.

7. Staff to support the children in keeping quiet and calm. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by the staff members to increase protection:
 - a. Blocking off all access points by moving furniture to obstruct doorways etc.
 - b. Drawing curtains and blinds.
 - c. Turning off all lights and electronic monitors expressing light.
 - d. Instructing pupils to sit against the wall, under a table or against the wall.
 - e. Ensuring all people are kept out of sight and away from windows or doors.

(In the event of partial lockdown, movement of pupils may be permitted within the building, dependent of the circumstances, but this will be supervised by a member of staff. In the event of an air pollution issue, air vents and air conditioning units will be closed or turned off where possible as an additional precautionary measure.

8. Lines of communication between staff members can be kept open using the **learning platform, e mail or phones** where appropriate. However unnecessary calls will not be made as this could delay important communication.
9. As soon as the alarm has been raised the **school office staff** will ensure the relevant emergency services are notified and kept up to date.
10. Staff are to remain in the lockdown positions until informed by key staff e.g SLT or the office staff in person that there is an all clear.
 - If someone has been taken hostage on the premises, the school will evacuate, and guidance will be taken by the emergency services.
 - If it is necessary to evacuate there will be a continuous ring.

11. If staff and pupils are to remain outside during the implementation of a full lockdown, they will hide in the nearest safest place until the emergency services have arrived.

The local church will be a standby area if the evacuation is to be lengthy.

Staff roles

- Front office staff to ensure that their offices are locked, and police are called if necessary.
- Site staff or SLT to lock the front doors and entrances. Once all personnel and pupils are inside, the SLT will conduct an ongoing and dynamic risk assessment based on the advice from the emergency services.
- Individual teachers/ staff to lock/ close classroom doors and windows.
Nearest adult to check exit doors in KS1/EYFS and KS2 if safe to do so.

Communication with parents

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network such as the text messaging service.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released during lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to lockdown parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform the parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these rare circumstances.

Lockdown drills

It is of vital importance that the procedures are familiar to the members of the SLT, school administrators, teaching and non-teaching staff. To achieve this a drill will be undertaken at least once a year. Monitoring of the practices will take place, and staff will be debriefed so improvements can be made.

Both pupils and parents will also be made aware of this plan, and it will be available on the school website. To conduct good practice the trust will:

- a. Conduct a number of tabletop with SLT against various scenarios.
- b. Rehearse the procedure with all staff and pupils.
- c. Display Lockdown information alongside fire drill information.

Lockdown procedure checklist

Management and control	
Nominated person	Responsibility

Head of school	Initial contact with the emergency services
Deputy head	Liaison with parents
Teachers	Pupil control
Signals	
Signal for lockdown	Office to call classrooms via classroom telephones. Office to signal a sharp blast of the alert horn from the first corridor opposite HCs office. A second sharp blast of a horn from the Y6 classroom will also be sounded as the further inside point to ensure a signal is heard from around school site.
Signal for all clear	Given in person by SLT or via classroom telephones from the office.

Lockdown	
Secure rooms with entrance points	All classrooms SLT office SLT meeting room Front office
Communication arrangements	School telephones Instant e mail / messaging

Lockdown Procedure				
Step	initial response	check	time	signed
1.	Dial 999 for each emergency service that the incident requires			
2.	Ensure all pupils are secure in classrooms/ secure room			
3,	Secure all entrance points to the specified assembly room			
4.	Ensure all staff members take action to increase protection from further danger. <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against the wall. • Keep out of sight and draw blinds to avoid detection. • Turn off lights • Stay away from windows and doors. 			

5.	Ensure that all staff and children inside the secure room are aware of an exit point in case an intruder gains access to the room or the room becomes unsafe.			
6.	Check for missing / injured pupils or staff members if it is safe to do so.			
7.	Remain inside a secure room until all clear signal has been given or unless told to evacuate by the emergency services.			