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# **THE DEANES**

## **LOCKDOWN PROCEDURES**



## **Context**

This procedure takes into account:

- Health and Safety Policy
- Critical Incident policy
- Emergency Evacuation Policy

These procedures also apply to the Sports Centre when the school is not in session.

***These procedures were adopted by the Local Governing Board on 20<sup>th</sup> February 2018***

### **1. Lockdown procedure**

- 1.1. 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 members and visitors.
- 1.2. The headteacher and Senior Leadership Team (SLT) will ensure that all staff members understand when and how this procedure will be implemented.
- 1.3. Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- 1.4. The headteacher and SLT will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- 1.5. The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
  - A local risk of air pollution
  - A civil disturbance in the local community with the potential to pose a risk to the school
- 1.6. During a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 1.7. The 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 vicinity of the school
  - The close proximity of a dangerous dog, or other animal, roaming loose
- 1.8. The signal given for staff members to implement the lockdown procedure is repeated intermittent sounding of the class change bell.

- 1.9. Two-way radios or mobile phones will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- 1.10. Lines of communication between staff members will be kept open through the use of two-way radios and mobile phones; however, unnecessary calls to the school office will not be made as this could delay important communication.
- 1.11. As soon as the alarm has been raised, the Head's PA will ensure that the relevant emergency services are informed and kept up-to-date with the situation. The Enchanted Wood Nursery and any third party situated on the site will also be contacted. If the PA is absent, a member of the Finance team will undertake this responsibility.
- 1.12. In the event of The Deanes implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.
- 1.13. Fire Marshalls will ensure that the toilets and playgrounds are cleared of all pupils, staff members and visitors.

<b>Fire Marshall</b>	<b>Area of Responsibility</b>
Mr P Sweet/ Mr F Triteria	Main Block - Upper floor
Miss K Garner/ Mr D Willsden	Main Block– lower floor
Mr R McWilliams/ Mrs S White	Technology block
Mr L Tejan/ Mr O Winkwoth	Art & Science block
Miss Z Harrison/ Miss J Halliday	Music area & Hall
Mrs C Harvey/ Ms C Knatchball	Reception
Mr S Parry/ Miss L Douglass	Sports Centre
Mr S Anderson/ Miss T Kemp	Kitchen & Canteen

- 1.14. Pupils who are outside the school, or not in classrooms, will be led to a safe place as quickly as possible.
- 1.15. If staff members and pupils remain outside during the implementation of a full lockdown, they will remain in the designated safe area, **Rayleigh Road Gate**, until the emergency services have arrived.
- 1.16. Teachers are responsible for the pupils within their classroom.
- 1.17. When all personnel and pupils are inside, doors and windows are to be securely locked or barricaded, including fire doors, external doors and internal doors.
- 1.18. Teachers will conduct a register or headcount. Staff will notify Student Services immediately of any pupils not accounted for via two-way radios.

email or mobile phone, and an immediate search will be instigated, where appropriate.

- 1.19. Once all personnel and pupils are inside, the Headteacher and SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 1.20. Pupils may be asked to hide or disperse if this will improve their safety.
- 1.21. In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- 1.22. In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
  - Blocking off access points by moving furniture to obstruct doorways etc.
  - Drawing all curtains and blinds
  - Turning off all lights and electronical monitors expressing light
  - Instructing all pupils to either sit on the floor, under a table or against a wall
  - Ensuring all people are kept out of sight and away from windows or doors
- 1.23. All personnel will remain inside until an 'all clear' signal has been given, either via two-way radio, mobile phones or by the headteacher/ SLT, or unless told to evacuate by the emergency services.
- 1.24. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- 1.25. Parents/carers will be notified as soon as it is practicable to do so via SchoolComms or email by the headteacher/ SLT
- 1.26. Pupils will not be released to parents/carers during a lockdown.
- 1.27. If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- 1.28. In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.
- 1.29. These procedures will be reviewed after every drill and amended as necessary.