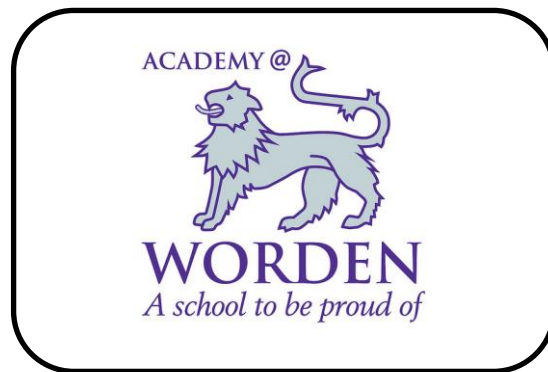


ACADEMY @ WORDEN



SCHOOL EMERGENCY LOCKDOWN PLAN

Plan administration	
Version number	
Date of issue	March 2023
Electronic copies of this plan are available from	T:Drive/school policies
Hard copies of this plan are available from	Finance
Date of next review	2024
Person responsible for review	Mrs B Monk

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, pupils 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	Mr A M Hammersley
Deputy Designated Senior Person(s)	Mr M Reed

Signals	
Signal for Lockdown	Lockdown sounder alarm
Signal for All-clear	Sounder alarm ceases

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	Front Entrance All entrances at the back and side of the building Kitchen Science
Communication arrangements	<ul style="list-style-type: none"> ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Radio
<p>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.</p> <p>If someone is taken hostage on the premises, consider an evacuation of some or all of the site.</p>	

Ref	Initial Actions	Tick / sign / time
L1	SOUND THE LOCKDOWN SIGNAL.	
L2	<p>During lessons</p> <p>Anyone outside the school buildings (in the immediate vicinity) should be brought inside as quickly as possible.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p> <p>During exams - candidates and invigilators in classrooms are to follow the lock down policy ie, barricade doors and hide under tables. Invigilators and candidates in the sports hall are to go into the covered stock room out of sight.</p>	
L2	<p>Dinner time</p> <p>If safe - all staff and pupils to return to their classrooms as quickly as possible. If not safe and on the yard, then remain there until given further instructions.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p>	
L3	If possible, and not putting selves in danger SLT / Site staff to lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ▪ Lock internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Keep quiet ▪ Draw curtains / blinds ▪ 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.	
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 make a record 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 fire 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 <u>will not</u> be released during a lockdown.	
L18	Continue to follow advice/instructions from the Emergency Services.	

LOCKDOWN PROCEDURE

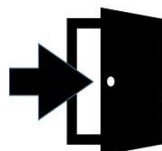
SIGNALS

Signal for Lockdown	Continuous School Bell
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Signal for All-clear	Bell ceases
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On hearing the above signal for a school lockdown take the following actions:

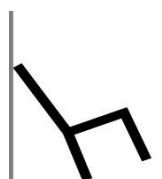
ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Block any access points into the classroom by moving furniture in front of door.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible. Under desks if feasible and staying out of sight. Keep quiet.



Undertake a register as soon as possible. Identify those pupils out of class. If pupils on a toilet break – to go to the Hub if safe to do so otherwise to stay hidden.

**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 &
QUIET**

Keep pupils calm by offering constant reassurance. Keep as quiet as possible.