

Lockdown Procedure

Domain of application	Wishmore Cross
Review cycle	Annual
Approved by	David Atter, Regional Education Director
Date of last review	September 2024
Date of next review	September 2025

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

The lockdown procedure may be triggered by one of the following (non-exhaustive) list of events:

- An incident or civil disturbance in the local area which poses a risk to the school
- A local risk of air pollution, such as that from smoke or a gas cloud
- A major fire near the school
- A dangerous dog
- A severe weather event
- Intruders entering the school with intent to harm students or staff

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff and parents. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan. (Regular practices will increase their familiarity).

Plan	
Staff responsibilities	
Principals/ SLT	As appropriate, the SLT will establish communication with the Emergency Services following consultation with the Head of School who will also notify the Executive Principal and the Regional Director who in turn will notify the Director of Education and the communications team.
Other staff members	School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents by newsletter and via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen so that they: • Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his safety • Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency services. • Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger • Wait for the school to contact them about when it is safe for them to come get their child, and where this will be from <u>Parents will be told</u> ‘..the school is in a lockdown situation. During this period the switchboard and entrances will be unsupervised, external doors locked and nobody will be allowed in or out...’ Parents will be notified as soon as it is practicable to do so. Pupils will not be released to parents during a lockdown. Teaching and support staff are to stay with pupils in their timetabled classrooms.

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Signals	
Lockdown signal(s)	The school bell will sound 5 short rings, followed by a 10 second interval and a second cycle of 5 rings (Reception staff to manually activate). Staff will be informed over the internal radio system. (NB - There is no whole school PA system to notify staff / students)
All clear signal	The school bell will sound 5 short rings and confirmation over the school radio by the Principal / member of the SLT.
Evacuation signal	In the event a fire alarm is activated during a full lockdown, the internal maglock doors will all be released, potentially increasing intruder access to the academy and its community. Under these circumstances, the community will NOT automatically evacuate, but wait for confirmation from the Principal / SLT to do so having silenced the alarm and undertaken a search in the location indicated on the fire panel. If no fire is detected, the fire panel will be reset activating the door system to protect the community under lockdown. In the event of a fire being detected the continuous alarm will be activated and staff will be notified to evacuate the students to the normal muster point under close supervision where a further roll call will be made to ensure all students, staff and visitors are accounted for.
Lockdown	
Assembly points	Staff and pupils should stay in their normal timetabled classrooms <u>Teachers should:</u> - Encourage the pupils to keep calm; - Securely shut classroom doors (they all have locks on them that are only accessible by key entry from the outside); - Block access points (e.g. move furniture to obstruct doorways); - Sit on the floor, under tables or against a wall, away from the vision panel if possible; - Try to keep quiet and out of sight; - Draw curtains / blinds; - Turn off lights; - Try to stay away from windows and doors. Teachers are responsible for their own class Register taken/head count - the Inclusion Support Team Lead will contact each class in turn for an attendance report via two-way radio.

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Entrance and exit points	Staff should seek to close immediate entrance & exit points such as classroom doors/windows. The Principal will coordinate with premises staff to deadlock the main steel entrance points into the academy as a priority action. Where possible and safe to do so, staff who are situated next to or near an exit, should lock the door. The site manager will ensure all access points and gates are locked. Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. The fire evacuation signal will be sounded in the event that evacuation is required (long continuous sounding of the bell).
Bringing pupils inside	Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils remain outside they will hide in the closest safe area to their location. For students on the sports field this is offsite at Chobham Rugby Club. Teachers are responsible for their own class. If possible, staff should check for missing or injured pupils, staff and visitors. Once in lockdown mode, staff should notify the Principal (or in their absence the Assistant Principal) immediately of any pupils not accounted for via mobile phone or two-way radio and instigate an immediate coordinated search for anyone missing.
Steps to increase protection from danger	Teachers/support staff should: - Block access points (e.g. move furniture to obstruct doorways) - Sit on the floor, under tables or against a wall - Keep out of sight - Draw curtains / blinds - Turn off lights - Stay away from windows and doors
Internal communication	- Mobile phones - Two-way radios (if applicable) - Channel 8 - Email

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Communication with parents	Parents will be notified as soon as it is practicable to do so via a group email drafted and authorised by the Principal. See above in the other staff members section.
Additional notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. This will be coordinated and authorised by the Principal. The primary evacuation sites will be either Chobham Rugby Club or the Post Office at the end of Alpha Road, depending on the safest evacuation route. It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal regarding the timing of communication to parents. Partial Lockdown This may be as a 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. <u>Immediate action:</u> • All outside activity to cease immediately, students and staff return to building (staff will be alerted via mobile devices and two way radios) • All staff and students remain in building and external doors and windows locked • Movement may permitted within the building dependent upon circumstances but this must be supervised by a member of staff All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students. ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. In the event of an air pollution issue, air vents can be

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	closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat. Full Lockdown Alert to staff: 'Full lockdown' This signifies an immediate threat to the school and may be an escalation of a partial lockdown.
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Checklist			
Step	Who	Time	Signed
Threat detected and evaluated; lockdown initiated; lockdown bell activated and communication to staff made	Principal Admin Staff		
Contact emergency services; Contact AET	Admin Staff		
Deadlock all external doors (front; PE; Cedar House; Bistro; IST)	Premises		
Check security of gates & entrance points	Premises		
Ensure pupils are inside in classrooms / designated areas;	IST Lead		
Check any off-site activities and instruct to stay off-site - liaise with activity lead	EVC		
Contact parents - group email / phone calls	Admin Staff		
Ensure staff take action to increase protection from danger:- Ensure doors/windows securely closed Sit on the floor, under tables or against a wall Keep out of sight; Draw curtains / blinds	Supervising staff		

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Turn off lights; Stay away from windows and doors			
Make sure pupils and staff are aware of exit points	Supervising staff		
If safe, check for missing students or staff	IST		
If hostage taken, coordinate evacuation	Principal		
Coordinate with emergency services on site	Principal		
Remain inside until all clear has been given or told to evacuate.	All		