

Appendix C



School Lockdown Procedures Guidance

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Introduction

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.

The school's lockdown procedures have been developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team. The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, Burnside College Governing Body

Burnside College operates as part of a Public Private Partnership (PPP), Private Finance Initiative (PFI) arrangement. Teachers, Teaching assistants and administrative staff are employed by the Governing Body. However some staff in ancillary services, catering, caretaking or cleaning staff, are contracted by MITIE FM and as such the lockdown policy is a joint statement by all partners.

1.1 When would we utilise a Lockdown Procedure?

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

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

Lockdown Arrangements

Lockdown arrangements should be determined by schools on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout, class arrangements, resources available, etc. The College has two types of lockdown; 'partial' and 'full'.

2.1 Partial Lockdown

Alert to staff: 'Partial lockdown'

In a partial lockdown staff and pupils should remain in the college building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. 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 pupils in the college. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action

- All outside activity to cease immediately, pupils and staff return to building. (Two way radios will be used to alert duty staff at break times).
- All staff and pupils remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2.2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the college and may be an escalation of a partial lockdown. The aim of a full lockdown is for the college and its rooms to appear empty.

Immediate action

- All pupils/staff stay in their classroom or move to the nearest classroom.
- Office staff should remain in their office.
- External doors locked. Classroom doors locked (where a member of staff with key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).
- Lights, smart boards and computer monitors turned off.
- Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- A register to be taken of all pupils/staff in each classroom/office.
- Communicate register of staff/pupils to a pre-agreed central office.
- Staff should await further instructions.

Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Where staff has access to an internal e-mail system, they could access their account and await further instruction. Staff should be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet. The College uses 'Parent Mail' and Staff are a defined user group, which would be used to communicate instructions via text message in an emergency.

3.0 School Lockdown Plan

- The College has identified The Headteacher as the Lockdown Manager.
- The Lockdown Manager will initiate, manage and conclude the lockdown. They will also communicate with emergency services. The Lockdown will be managed from Conference Room 1.
- In the absence of the Lockdown Manager, the Deputy Headteacher M Swain /

- C Jenkins or D Paylor Wright will fulfill the responsibilities of the Lockdown Manager.
- Staff are alerted to the activation of the plan by a pop up on every staff member computer screen, throughout the college or by two way radio for staff working outside in PE.
- Pupils/staff who are outside of the college buildings should be brought inside as quickly as possible.
- Those inside the college should remain in their classrooms or proceed directly to the nearest classroom or in case of staff without a class the nearest classroom or office.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Blinds/curtains drawn and windows on internal doors covered.
- Once in lockdown mode, staff should notify the Attendance Office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the college email.
- Staff should encourage the pupils to keep calm.
- As appropriate, the college should establish communication with the Emergency Services as soon as possible.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.
- Pupils must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm should sound. Any members of staff who do not have a regular office or classroom should wait in the nearest office or classroom when the lockdown is initiated.
- Visitors/volunteers/peripatetic staff should be located in the nearest office or classroom when the lockdown is initiated.
- Termination of a Lockdown will be signalled by a pop up on each staff computer or text so that all staff know that it is authentic.
- Communication from staff to the lockdown manager should a dangerous intruder be located on the college premises should be via the schools internal telephone system or internal email.
- This Guidance outlining the college's procedures will be featured in the College's induction programme within the Health and Safety module and will be available in full on the College intranet.

In the event the College being in lockdown and the fire alarm sounds, the emergency services should be contacted as in normal fire alarm activation.

- A nominated member of MITIE PFI staff and the Headteacher who has a two way radio should go to the fire alarm panel to establish what zone has been activated.
- Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should re-sound the alarm, update the emergency services and evacuate the college.
- Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

- it is of vital importance that the college's lockdown procedures are familiar to members of the senior management team, college administrators, teaching staff and non-teaching staff. Pupils should also be aware of the plan. (Regular practices will increase their familiarity).
- Staff's understanding should be regularly checked with regular training refreshers. A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements.
- Parents too should know that the school has a lockdown plan and that it will be regularly tested. However, it is not advisable to share the college's full lockdown plan.

It would also be good practice to:

- Conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios.
- Rehearse lockdown arrangements with all staff and pupils.

4.0 Communication between Parents and the College

Arrangements for communicating with parents in the event of a lockdown to be routinely shared via newsletter and on the college website. This communication should reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, communication will reinforce the message that;

'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...'

Should parents present at the college during a lockdown **under no circumstances** will members of staff leave the building to communicate directly with them.

- In the event of an actual lockdown, any incident or development should be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about what will happen so that they:
 - Are reassured that the college understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
 - Do not need to contact the college. Calling the school could tie up telephone lines that will be required for contacting emergency support providers.
 - Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
 - Wait for the college to contact them about when it is safe to collect their children, and where this will be from.
 - Are aware of what will happen if the lockdown continues beyond college hours.

5.0 Emergency Services

The College recognises that 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 college site may or may not 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 Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

6.0 Monitor & Review

To ensure the lockdown procedure is effective it will be continuously monitored and reviewed on a regular basis or where necessary.

Much like a fire evacuation, the lockdown procedure will be monitored through organised drills. If the lockdown drill highlights issues within the procedure it should be immediately reviewed. Likewise, if roles/responsibilities or the layout of the building changes it would need further review.