
LOCKDOWN POLICY AND PROCEDURES

The Khalsa Academy Wolverhampton



Date reviewed: September 2020

Next review date: September 2021

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| <p>VISION STATEMENT To provide inclusive outstanding schools based on the Sikh ethos which will inspire our pupils to excel and serve humanity</p> |
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INTRODUCTION AND RATIONALE

Our Academy is a 11 - 18 Academy therefore it is essential that this policy is implemented consistently to support all pupils/students and maintain physical, social and emotional development and ensure a safe environment.

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/students in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all children and staff.

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/students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils/students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

This policy has been written in conjunction with the Critical Incident Policy

| Signals | |
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| Signal for lockdown: | Communication by Digital technology (on boards, screens, laptops, PCs) and by verbal communication |
| Signal for all-clear: | On screen and/or Verbally from designated person via Tannoy |

| Lockdown | |
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| Rooms most suitable for lockdown | All classes to remain in their own classrooms |
| Entrance points | External doors |

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| (e.g. doors, windows) which should be secured | Fire Doors Internal doors All windows |
| Communication arrangements | <ul style="list-style-type: none"> • The Academy will use the IT system on boards, screens, PCs. • Staff outside in PE will be contacted via Radio (Walkie talkie) which they will have with them. The code will be “Lockdown” • Staff in the Auditorium will be notified by Digital IT system. • Staff in the canteen will be contacted via phone (tannoy) with the communication of “Lock down”. • All staff will be part of a group chat that will not be used for any other purpose other than Lockdown notifications. Lockdown communication will be communicated via messages from the Principal (ANO) or Vice Principal (RSi) only. |
| Notes | If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site. |

| Initial response checklist - lockdown (e.g. in response to an intruder in the school grounds) | | Tick / sign / time |
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| L1 | Ensure all pupils/students are inside the school building. Alternatively, ask pupils/students to hide or disperse if this will improve their safety by staff member with them. Pupils/students to take cover under their desks, where possible. | |
| L2 | Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. All classrooms have thumb locks and can therefore be locked from the inside by an adult supervising children | |
| L3 | Dial 999. Dial once for each emergency service that you require | |
| L4 | Ensure people take action to increase protection from attack: 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 <i>Teachers will be responsible for the class they are teaching when a lockdown is announced.</i> | |
| L5 | Ensure that pupils/students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building | |
| L6 | If possible, check for missing / injured pupils/students, | |

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| | staff and visitors. | |
| L7 | Remain inside until an all-clear has been given or unless told to evacuate by the emergency services. | |

- Staff will be alerted to the activation of the plan through Screens, boards, PCs and verbal instruction.
- Pupils/students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If pupils/students remain outside they should hide with staff as instructed.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances). Internal classroom doors may also need to be blocked.

- Once in lockdown mode, staff should notify the senior member of staff as designated/Principal to instigate an immediate search for anyone who is missing, if it is safe to do so.
- Staff should encourage pupils/students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify the Trust.
- Parents will be notified as soon as it is practicable to do so via text messaging/parent mail.
- Pupils/students will not be released to parents during a partial or full-lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via mobile device (eg. WhatsApp group – to be agreed by each school as appropriate)

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

To achieve this, a lockdown drill should be undertaken at least once a year. Pupils/students should also be aware of the plan.

Partial Lockdown

Alert to staff: '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 pupils/students in the school. 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/students and staff return to building. Staff will be alerted via a mobile device (PE staff will always take a school phone/radio with them when outside with pupils/students).
- All staff and pupils/students will remain in the building and external doors and windows will be locked.
- Movement may be 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 pupils/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 pupils/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 should be 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.

Immediate action:

- All pupils/students return to a classroom.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds drawn and pupils/students sit quietly out of sight (eg under desks).
- Register taken/head count - the school office will check sims register against the fire registers that have been completed daily.
- Staff and pupils/students will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At any point during the lockdown, the fire alarm may sound and where possible, staff are to ensure that pupils/students evacuate the building safely.
- During the lockdown staff will keep agreed lines of communication open via technology in classrooms and in the break out areas (screens), but will not make unnecessary calls to the central office as this could delay more important communication.

Break time/Lunch time/Before school and after school:

If a full or partial lock down is required during unstructured time, the following must be followed by staff on duty:

- Pupils/students in the two courts will be directed to the Auditorium and Sports Hall. KS3 will be in the Sports hall and KS4 in the Auditorium.

- Pupils/students in the MUGA and canteen area will be directed to the canteen.
- Any pupils/students and staff in the building will go to the designated rooms on each floor as follows:
 - Admin Office: ANO office
 - Ground floor: Humanities foyer
 - First floor: 1.14 Science
 - Second floor: JRi room (MFL)
 - Third floor: Business studies classroom
- If it is before school or after school, where some pupils/students are on site and others are not, the office will send out text messages to parents notifying them. Those students that are onsite or approaching the site will be escorted to the designated areas as above.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by the school newsletter or 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/her safety.
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- do not come to the school. This could interfere with Emergency Services' 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 to get their children, and where this will be from.

Parents will be told

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

Emergency Services

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 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 decisions of the Principal regarding the timing of any communication to parents.