

Security lockdown procedure



All education providers should consider the need for robust and tested centre lockdown procedures. 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. On very rare occasions it may be necessary to seal off the centre so that it can not be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard on the centre grounds or outside the centre in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES
Head of Centre (JW) (Deputy Manager in the absence of the Head of Centre)	<ul style="list-style-type: none">Nominated as the lockdown manager to initiate, manage and conclude the lockdownManagement of the ongoing situation
Deputy Manager (LF)	<ul style="list-style-type: none">To contact police and Local Authority if necessary and manage the ongoing situationEscort visitors to agreed safe place.To view CCTV and try to provide updates to the control team
Assistant Manager (LP)	<ul style="list-style-type: none">To email and text all staff to advise of current lockdown position. (To ensure all staff that are outside of the centre grounds to stay away until the all clear message is received.)Communicate with parents/carers.
Teachers and support staff (JC, LA, YP, LH, Jwa, JW)	<ul style="list-style-type: none">Bring class students to classroom or other place of safety.To close all windows and classroom doors, securing all students in the classroom. Lock classroom door(s) from inside and move students away from windows (ensuring blinds are shut). (If the door does not lock, then please barricade using classroom tables.)Take register and stay with pupils.
Site manager (SV)	<ul style="list-style-type: none">Make sure all external access points are secured.

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> Announcement via email / text and Head of Centre in person: <i>'We are in full lockdown. Do not attempt to leave the building. Find a place of safety, get out of sight, and remain silent. Lockdown, Lockdown.'</i> 	<ul style="list-style-type: none"> Announcement via email / text and Head of Centre in person: <i>'Lockdown is now over. Thank you for remaining in your locations and for your cooperation.'</i>

Security lockdown plan

Our safe assembly points	<ul style="list-style-type: none"> Nearest classroom, English teaching room for building A / Brick workshop – rear area for Construction workshop (Anyone who is not in a classroom at the time of the lockdown signal – i.e. is in the toilets or corridors, then they should quickly make their way to the English teaching room through the nearest open door, or rear of Brick workshop if in Construction workshop.) Office staff should attempt to lock the office door, close window and blind (this maintains view of CCTV, access to phones and email). Construction Teacher to ensure shutter door is closed and in lock position.
Secure entrance and exit points	<ul style="list-style-type: none"> All teaching staff to close windows and doors Site manager to ensure all external entry points are locked (black gates, back door, front door, garden gate). Office staff to lock office and close blind to window
Bring pupils inside	<ul style="list-style-type: none"> The lockdown announcement will signal that all students must enter the building and to find a safe location to hide (nearest classroom or English teaching area). This will be under the supervision of staff members. If the lockdown announcement is given during social times, Duty Staff must assume responsibility for the students who are outside and guide them to a safe location via the nearest entrance. If exams are taking place, students and invigilators should remain in the exam room and close the blinds.

Steps to increase protection	<ul style="list-style-type: none"> • Lock and screen doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent (vibrate is allowed for staff to receive lockdown updates. Student phones to be turned off. • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud) • Barricade doors if required. If you are in a room with no locks, then try to barricade doors with tables and chairs
Internal communication during a lockdown	<ul style="list-style-type: none"> • Where possible staff can communicate via their mobile phones / text
Communication with commissioners / parents/carers during a lockdown	<ul style="list-style-type: none"> • Where possible, an email will be sent to all commissioners concerned • Where possible a text will be sent to all parents / carers informing them of the incident, providing reassurance • Parents / carers will be asked not to call the centre as this will tie up lines that would be used to contact emergency services, and not come to school
Additional notes	Are there any pupils or staff with additional needs who require specific arrangements? If so, staff will need to prepare these students well when conducting lockdown drills so that in the event of an actual lockdown they are accustomed to the practice.
Lockdown duration	According to DfE guidance, the centre should remain in a state of lockdown until a senior member of staff (Head of Centre) or the emergency services confirm that it has been lifted.
Security lockdown drills	<p>Lockdown drills will be practiced at the start of each term (for a duration of 5 days to ensure all students referred to Clover Learning Community).</p> <p>Prior to the practice drill, students will be informed of the drill and why this is a needed procedure.</p> <p>Commissioners will be informed of the drills and when they are scheduled to take place.</p>

Context

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the centre).
- An intruder on the centre site (with the potential to pose a risk to staff and 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 centre.
- A severe weather event.
- Terrorist attack

Or any other issue that the Head of Centre may consider to be a threat to Clover Learning Community staff and students.

Policy Circulation:

This policy will form a part of the Health and Safety induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of the detailed procedures via morning meetings and via drills.

Clover Learning Community will conduct a lockdown drill 3 times a year (at the start of each term).

Commissioners and parents will be made aware that Clover Learning Community has a lockdown plan, and a copy will be available upon request.

In devising this policy, we have considered:

- The centre's means of internal communication – mobile phones, internal email
- Centre site plan
- Age of students
- Geographical location – rural, presence of gates to side and front

Lockdown Arrangements:

There are two types of lockdown; partial and full.

Partial Lockdown - This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students at Clover Learning Community. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building.

Full Lockdown - This signifies an immediate threat to the centre and may be an escalation of a partial lockdown.

Staff and students should remain in the centre's building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. **A Full Lockdown requires immediate action.**

Basic principles are as follows:

Staff will be alerted to the activation of the plan by a recognised lockdown message which is audible throughout the school and by an on screen warnings.

The site manager will shut and lock all external gates (if it is safe to do so) and one person will remain at the Premises office to liaise with any services that have been contacted.

Communication must take place via telephone or email to prevent any member of staff being put at risk.

Students who are outside of the centre's buildings should be brought inside as quickly as possible and those inside the centre should remain in their classrooms.

All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms. Internal classroom doors should also be locked and or barricaded.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their mobile phone.

Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

CCTV will be viewed by the deputy manager and assistant manager throughout the lockdown for up to date CCTV activity.

If necessary, parents / carers and commissioners should be notified as soon as it is practical to do so via the centre's established communication system.

Student will not be released to parents during a lockdown.

Partial Lockdown:

Alert to staff: 'Partial Lockdown'. This message will be shared via mobile telephones, email, The Head of Centre will inform staff verbally that we are in partial lockdown.

Immediate action:

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students. **'Partial Lockdown' is a precautionary measure but puts the centre 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 will 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 centre and may be an escalation of a partial lockdown.

Immediate action:

All students stay in existing classroom with staff member. (If outside, staff guide students to English teaching room.)

External doors locked.

Classroom doors locked (where a member of staff with key is present). If there is no way to lock an area use large objects to barricade the doors such as tables or chairs **placed under the handle** to prevent the door from being opened.

Windows locked, blinds drawn (if available) if not available utilise posters from walls to block windows, students sit quietly out of sight (e.g. under desk).

Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services.

During the lockdown, staff will keep agreed lines of communication open (email and/or text) but not make unnecessary calls to the reception office as this could delay more important communication.

Where staff have access to an internal e-mail system, then they could access their account and await further instruction. Staff should ensure sound to any device being used is switched off.

If a Lockdown is initiated during any social time it will automatically be **a full lockdown** to uphold safety and order as soon as possible and as safely as possible.

Parents

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter and/or the centre website. In the event of an actual lockdown, it is strongly advised that any incident or development is 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 centre 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 centre. Calling the centre could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the centre. They could interfere with emergency support provider's access to the centre and may even put themselves and others in danger.
- Wait for the centre 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 centre hours

Communication with parents needs to reassure parents that Clover Learning Community understands their concern for their children's welfare and that everything that can be possibly be done to ensure the children's safety will be done. However, as a learning provider centre, we may need to reinforce the message 'Clover Learning Community is in a full lockdown situation. During this period, phones will not be answered (unless it is the emergency services), entrances will be un-staffed, external doors locked and nobody allowed in or out.

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practise going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for students, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		