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Kempston Challenger Academy

Lockdown Procedure

Version: Approved Jan 2018

1. Context

This procedure takes into account:

- Health and safety Policy
- Critical incident Policy
- Emergency evacuation Policy

1. Lockdown Procedure

1.1 This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

1.2 The Head teacher will ensure that all staff members understand when and how this procedure will be implemented.

1.3 Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented

1.4 The Head teacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

1.5 The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

1.6 The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose

- 1.7 The signal given for staff members to implement the lockdown procedure is **repeated intermittent sounding of the class change bell**.
- 1.8 Two-way radios or mobile phones will be used to make staff members aware of the incident that has occurred and inform them of the type of lockdown procedure which is to be implemented.
- 1.9 Lines of communication between staff members will be kept open through the use of two-way radios and mobile phones; however, unnecessary calls to the school office will not be made as this could delay important communication
- 1.10 As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- 1.11 In the event of Kempston Challenger Academy implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest room.
- 1.12 Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.
- 1.13 Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- 1.14 If staff members and pupils remain outside during the implementation of a full lockdown, they will hide in the designated safe area, (the nearest available classroom – let SLT or reception know), until the emergency services have arrived.
- 1.15 Classroom teachers are responsible for the pupils within their classroom.

- 1.16 When all personnel and pupils are inside, doors and windows are to be securely locked, including fire doors, external doors and internal doors.
- 1.17 Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via two-way radios or mobile phone, and an immediate search will be instigated, where appropriate.
- 1.18 Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- 1.19 All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- 1.20 Pupils may be asked to hide or disperse if this will improve their safety.
- 1.21 Pupils are instructed to take cover under their tables where possible.
- 1.22 In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- 1.23 In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution.
- 1.24 In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:
- 1.25 All personnel will remain inside until an 'all clear' signal has been given, either via two-way radio, mobile phones or by the SLT, or unless told to evacuate by the emergency services.

- 1.26 If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site
- 1.27 Parents/ carers will be notified as soon as it is practicable to do so via the text messaging server.
- 1.28 Pupils will not be released to parents/ carers during a lockdown.
- 1.29 If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- 1.30 In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will undertaken at least once a year.