

Blackfen School for Girls



Lock Down Policy

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	Date	Name	Signature
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Review Period	Annually		
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Verified by	Head Teacher	Matthew Brown	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

Blackfen School for Girls

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Lock Down Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down Policy.

On the very rare occasions it may be necessary to seal off the school so that it is not accessible from the outside the school has created a lockdown policy. This includes securing the school buildings during the hours that students are on the premises which is but not exclusive to Monday to Friday 07:45 to 15:30. The schools perimeter gates are on a time profile that shuts all gates making the school accessible by either a staff members security pass or being let in via the intercom system controlled by reception or in their absence Administration office of site staff either of these would require the person(s) identifying themselves. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in close vicinity.

A lockdown is implemented when there are serious security risks to the premises for example,

1. Near-by chemical spillage, the proximity of dangerous animals, serious weather conditions
2. Attempted access by unauthorised person's intent in causing harm/damage.

There are 2 scenarios that should be considered before making the Tannoy announcement.

1. Staff and Students to remain inside the building – Partial Lock down
2. Staff & Students to secure themselves inside a lockable room - Full Lock down procedure

Notification of Lock down

Partial Lock down - Staff will be notified that a partial lock down procedures is to be implemented immediately on hearing repeated Tannoy message, ***“Mr Partial has entered the building”***.

Blackfen School for Girls

Full Lock down - Staff will be notified a full lock down procedures is implemented immediately on hearing repeated Tannoy message, “***Mr Locke has entered the building; I repeat Mr Locke has entered the building***”.

Procedures:

1. Either announcement will activate a process of students being kept in the respective building they are in or ushered into the nearest school buildings if they are in the external grounds they need to be taken to the nearest building or designated safe place. Staff that can see students in external areas should beckon them in as they may not have heard the announcement. In some cases, it may be too dangerous to beckon staff/students into the school buildings so fleeing the school grounds should be considered. In this circumstance, the staff/students outside of the buildings should be told to leave the school grounds. These staff/students should inform the school Administration office as soon as practical that they are safe. The school has installed 2 panic/lockdown buttons located in the office behind the Reception and in the main Administration office. All the school is covered by access control except for the canteen and side doors to the Sports Hall. See the table below for buildings without access control and the process to follow.

2. If at the given announcement is Full Lockdown the students in a classroom remain in this classroom and the staff will chub lock the door and ensure the windows and other doors are closed/locked and screened where possible. Students should be positioned away from possible sightlines such as external windows/doors. Lights, Smartboards and computer monitors to be turned off.

3. Students or staff not in a classroom will proceed to the nearest occupied classroom and remain with that class and class teacher until the signal is given that the incident is over. This announcement will be given by Tannoy.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

4. Staff to support students in keeping calm and quiet.

Blackfen School for Girls

5. Staff to remain in lockdown positions until informed by LT (Tannoy announcement) Stand down messages are:

Partial Lockdown - *Mr Partial has left the building*

Full Lockdown - *Mr Locke has left the building*

6. As soon as possible after the lockdown staff return to their base classrooms and conduct a roll call and notify the attendance office immediately of any students are not accounted for.

Staff Roles:

1. Police are called by instruction from Head Teacher, Site Manager or Business Manager.
2. Site Person views site office security cameras giving information to specific staff.
3. Site team locks the school's external gates If possible- gates are Administration/Sports Hall, Sherwood Park, Sports Hall/14-19 block, Science/X&Y, and single gate leading to the back of Sherwood Park.
4. All non-teaching staff to secure themselves in a secure room.
5. All non-classroom teaching staff to secure themselves in a secure room.

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – ParentMail/website/twitter.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their students from the school as it may put them and their child at risk.
- Students will not be released to parents during a lockdown.
- Parents should not to call the school as this may tie up emergency lines.

Blackfen School for Girls

- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place students can be picked up from school staff or emergency services.
- A communication to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their students the importance of following procedures in these very rare circumstances.

Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows what to do in such a situation. Monitoring of practices will take place after the practice to establish if improvements can be made. Staff should give their feedback after the practice.

A good practice for this type of exercise is the LT patrol a building walk all floors and ensure the processes are being adhered to.

Other things to consider

1. Radio usage.
2. Mobile phones – staff and students.
3. Press/Media.
4. What if it is a break or lunchtime – See procedure for another occurrence below.
5. Staff using external areas for activities must carry a radio. In the event, the call is that it is not safe to come in from the external areas a radio call will go out to flee.
6. Site staff to lock external doors. This could be considered too dangerous in case a fire occurs.

Blackfen School for Girls

Procedures for another occurrence

If an incident occurs at break and lunch students and staff may not be in classrooms. Other areas to consider as safe areas. See below table:

In this type of event:

Area of school	Designated staff member for that room	Action
Canteen	Member of LT	School/Canteen staff to lock all doors from the inside.
Sports hall	PE team	School staff to ensure all doors leading from the Sports Hall are shut and lock front entrance door.
External (Break and Lunch)	All staff	Usher student to the nearest building and place in classroom. Follow relevant scenario.
After or before school	All staff	Usher student to the nearest building. Follow relevant scenario.