



THE NELSON THOMLINSON SCHOOL
LOCK DOWN POLICY

Signed by Headmaster:

Signed by Chair of Governors:

Reviewed by Behaviour, Safeguarding & Wellbeing Committee:

19 November 2020

Next Review:

November 2021

LOCK DOWN POLICY

Lock down procedures are 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 aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lock down procedures may be activated in response to any number of situations but some of the more typical may be:

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

The School's lock down plan is as follows:

Signals	
Signal for Lock down	Verbally from Headmaster or Senior Management Team Via audible alarm (different from Fire Alarm)
Sign for all-clear	Verbally from Headmaster or Senior Management Team Via audible alarm (different from Fire Alarm)

Lock down	
Rooms most suitable for Lock down	All classes to remain in own classrooms. Communal rooms which are also available are Sports Hall and Dining Room.
Entrance points (eg doors, windows) which should be secured. Action by all staff.	<ul style="list-style-type: none"> - External doors - Fire doors - Internal doors - All windows - Main entrance doors
Communication arrangements	<ul style="list-style-type: none"> - Two way radios for use by SMT, Admin Supervisor and H&S Officer. - Mobile phones – where appropriate - Email – where appropriate
School Site Plans	<ul style="list-style-type: none"> - Site Manager to provide Headmaster and SMT accessible site plans of the school for both staff and Emergency Services use
If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site if safe to do so.	

Ref	Initial Response – Lock down
LD1	Ensure all pupils are inside the school buildings. Alternatively, ask pupils to hide or disperse if this will improve their safety. Action by - ALL
LD2	Lock/secure all entrance points (eg doors, windows) to prevent the intruder entering the buildings Action by - All
LD3	Summon relevant emergency services – Dial 999 Action by – Member of SMT/Admin Supervisor
LD4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> - Block access points Lock doors/use door stops (or 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 Action by - All
LD5	If possible, check for missing/injured pupils, staff and visitors and inform designated department. Action by - All
LD6	Remain inside until an all-clear signal has been given, or unless told to evacuate by the emergency services. Action by - All

Partial Lock down:

Alert to staff: “Partial Lock down” (will be communicated via email or telephone)

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 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 and staff return to the buildings. Staff will be alerted via SMT (either by email, telephone or personally).
- All staff and pupils remain in the buildings and external doors and windows 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 are safely inside, SMT and 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 pupils via email.

'Partial Lock down' 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/air conditioning vents can 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 Lock down:

Alert to staff: "Full Lock down"

This signifies an immediate threat to the school and may be an escalation of a partial Lock down.

Immediate action – see previous LD1 – LD6.

Communication:

All communication with the media will be via the Headmaster. This instruction is to be communicated to all staff and pupils well in advance and once policy has been adopted by the Full Governors. A short crib sheet is to be produced by SMT for all staff.

Staff, pupils, visitors and anyone else in the school should be instructed not to communicate externally during the period of the lock down, eg using text, phone, email or social media.

Between parents/carers and the school:

School lock down procedures, especially arrangements for communicating with parents, will be routinely shared with parents via the school website.

In the event of an actual lock down, any incident or development will be communicated to parents as soon as is practicable using the ParentMail service. Admin Supervisor will send an email via ParentMail from a mobile phone – a draft message is to be put on ParentMail in preparation so that it can be sent immediately without any further consultation when required.

Eg Parents will be told:

"...the school is in a full lock down situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in and out..."

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 block up telephone lines that are needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others into danger;
- Wait for the school to contact them about when it is safe for them to collect their children, and where this will be from.

Between School and the 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 lock down.

Emergency Services will support the decision of the Headmaster with regard the timing of communication to parents.

Exercises:

It is of vital importance that the school's lock down procedures are familiar to all members of staff, eg SMT, administration staff, reception staff, site staff, teaching staff and support staff. To achieve this, a lock down drill will be undertaken at least once a year. Pupils will be made aware of the plan – regular practices will increase their familiarity.

It will also be good practice to:

- Conduct a number of table top exercises with SMT to test the procedures against various scenarios;
- Rehearse lock down arrangements with all staff and pupils;
- Display lock down drill information in every classroom alongside information relating to fire evacuation.

Lock down situations when away from school:

Trip Leaders provide a risk assessment which will include emergency procedures i.e. meeting point if the party gets separated, contacting staff by mobile phone etc. This follows guidance from the Local Authority.