



Policy:	Lockdown Policy
Owner:	
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Signed:	
Notes:	

INTRODUCTION

There are no statutory Department for Education requirements for schools to have lockdown procedures/policy in place. However, as part of the school's ongoing risk assessment, safeguarding and responsibility for the health and safety of the school community, we have a simple lockdown procedure that mutually supports the School Emergency Management and Business Continuity Plan (SEMBCP).

DEFINITION OF LOCKDOWN

"Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown."

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

THREAT

The school is located in a small village of low population and low traffic volumes. The threat assessment for the school is based upon a common-sense approach of likely incidents that may occur within and against it. The types of incidents that may lead to a lockdown are listed below but are not exhaustive. Lockdown procedures are put in place in response to a dynamic incident and therefore all staff should have knowledge of how to identify and report incidents of this nature.

- An incident of civil disturbance in the local community which poses a risk to the school
- An intruder or incident of civil disturbance on the site with potential to pose a risk to the school
- Local risk of air pollution, such as smoke plume or gas cloud
- Major fire in the vicinity of the school
- Dangerous dog roaming loose

COMMUNICATION

The school is physically constrained by its structure and communications. The school has a number of buildings across the site. However, it does have a lockdown alarm which can be sounded from either of the main two buildings.

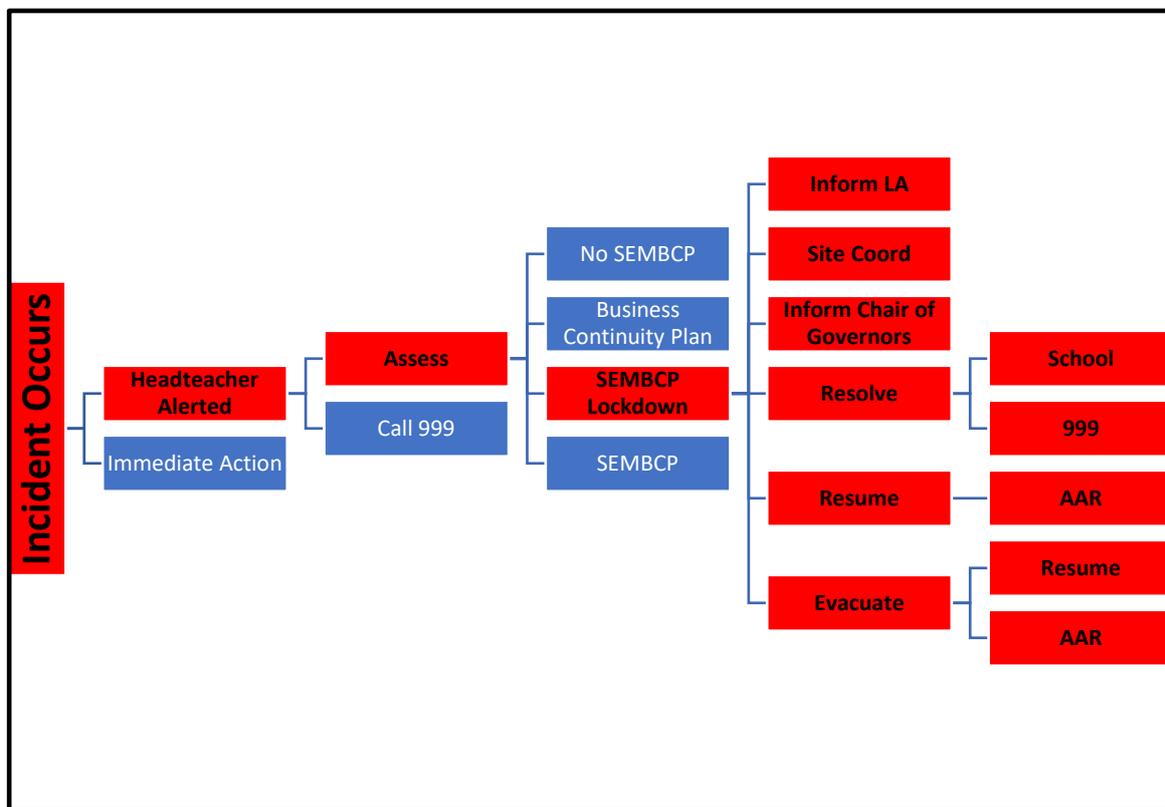


GUIDING PRINCIPLES

- Appropriate communications: tell only those who need to be told, reassure when you can, maintain strict communication security in order to minimise risk and anxiety.
- Movement: only move when directed by the emergency services or member of staff
- Continuous assessment: maintain over-watch on the situation as safely as you are able. A dynamic incident will require a continuous assessment as to the correct course of action (e.g. evacuate, remain in lockdown, resume school operations)

PROCESS

A lockdown is the process by which you secure all personnel in order to evaluate and resolve an incident or when an evacuation procedure could cause more harm. This policy must work with the SEMBCP and therefore links to that process closely.



The process of lockdown within the school is in 4 phases:

ALERT:

- All staff to be alerted to the activation of the lockdown plan by the sounding of the relevant alarm. The alarm sounds in all school buildings.

If appropriate and safe to do so, restrict all access and egress to the site



GATHER:

- Bringing pupils from outside into the school buildings as quickly as possible
- Containing pupils and staff in nearest secure rooms through means of barricading, locking doors wherever possible or blocking doors with improvised measures such as door stops.
- If not possible, they should be dispersed and evacuated to nearest safe haven – potentially church yard/coronation gardens

SECURE:

- Locking all external doors and windows as necessary
- Keeping quiet (if required) and maintaining clear and only necessary communications
- Minimising movement, light and sounds
- Reassure pupils and medical check
- If an intruder on site, pupils should be hidden and away from windows, points of access
- If chemical, minimise exposure as far as possible using clothing, other materials around you.

TELL:

- Inform emergency services and Local Authority
- Having arrangements for staff to notify the school office of any pupils not accounted for. There are two telephones from the Lodge site which can call Mount Pleasant
- Ensuring parents and visitors are communicated with at an appropriate time

FURTHER READING

Developing Dynamic Lockdown Procedures (November 2015) - National Counter Terrorism Office

Emergency Planning for Kent School (2015)

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

<https://www.egfl.org.uk/sites/default/files/NaCTSO%20guidance%20note%20-%20advice%20to%20schools%20for%20reviewing%20security%20policy.pdf>