



Lockdown Policy & Procedure Shelley College

Name of Policy writer	Mr D Wadsworth
Review Date	September 2023
Approved by Directors	October 2017
Version	1.0

Record of Alterations

1.0 Original version

Rationale:

Shelley College is implementing this policy to ensure that in a situation where students and/or staff are faced with a threat which could put them at significant risk, they may be locked within buildings or classrooms for their own safety.

This policy is supported by guidance issued on the government website:

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

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the General Office to receive a "Visitors Pass" which is to be worn and clearly displayed.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Intruder procedures:

All visitors to school must first register at the reception, receive a "Visitors Pass" to be worn and clearly displayed. From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.

In such a case, they should use the following procedure:

When alerted to the presence of an intruder, take another staff member with you to help deal with them.

Ask a third staff member to inform reception or the Principal's/SLT PA.

Attempt to direct the intruder away from the building. Use casual conversation and/or body language to calmly diffuse the situation.

If the intruder refuses to cooperate, do not escalate the situation and inform a member of SLT.

If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal or authorised person (Vice Principal), to have the police called immediately.

Tier 1 lockdown – immediate threat

Tier 1 of the lockdown policy applies when students and staff need to be locked within buildings for their own safety. Examples of when "lockdown" will be implemented may be if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, Staff and visitors to be outside. Copies of this policy will be disseminated via the school and Staff handbooks and via notices in the parent bulletin, the school website and other appropriate areas around the school.

If the situation was to occur at break or lunchtime then all students will move directly to their social area, the dining room or the nearest supervised classroom.

During lessons, students remain in their classroom. Any students being taught outside a classroom eg dance or drama must be taken back to their timetabled room. Students being taught PE outside must go to the changing rooms.

Authorised persons' role:

If recognising the situation calls for lockdown, the Principal or authorised person (Vice Principal) orders all doors to be locked, sounds a uniquely and instantly recognisable alarm (3 intermittent short blasts of the school bell, followed by a continuous ring) and rings the police and alerts them as to the nature of the emergency.

Channel 1 on the walkie-talkie will be used for all communication.

The Principal or authorised person (Vice Principal) then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the

situation. When police arrive, they will make contact with the Principal or authorised person when the threat has been averted. When this occurs, the “all clear” is to be sounded (3 intermittent short blasts of the school bell, followed by a continuous ring)

In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Staff or students who are working in offices or other areas including the SSC, Bridge and pastoral office should remain in these areas.

If situated outside (during lessons), staff should check for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a “Visitors Pass”.

If students, a class or an adult is caught outside the classroom when the alarm is sounded (during lessons), they must immediately get in to the closest room before that room is locked down, and join whoever is in that room. If any student in the toilet can leave immediately once the alarm is sounded they should do so and go to the nearest classroom. If not, they should remain in the cubicle with the door locked.

In the first instance students and staff in the mobile classrooms should remain in their classroom. If it is deemed safer vacate into the main building, this will be communicated via the walkie-talkie by the Principal or authorised person (Associate or Vice Principal).

Staff should:

- Lock or block their classroom door
- Close the curtains or blinds in the room if they are available
- Turn off the projector and lights
- Position students against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used
- Ensure everyone in the room remains in this position until “all clear” is announced. (3 intermittent short blasts of the school bell, followed by a continuous ring)
- Not allow students to use mobile phones.
- Insist that students and adults remain quiet
- Ensure no one answers the door during the lockdown

Tier 2 lockdown – potential threat

Tier 2 lockdown will apply if we are made aware of a potential threat in the local area. The Principal or authorised person (Vice Principal) will communicate with the police to monitor the severity of the threat to the school.

In the first instance college will continue to operate as normal, however the school site will be placed in lockdown, meaning that students, staff & visitors remain on site.

The Principal or authorised person (Vice Principal) will inform senior members of staff (via channel 1 on the walkie-talkie). Senior leaders will take position by the main school entrance & exit to ensure the site remains secure. Reception staff will be informed and advise visitors not to sign out or leave the school site.

If the level of threat increases, the Principal or authorised person (Vice Principal) would instigate a tier 1 lockdown. If the police confirm that the threat no longer exists, the Principal or authorised person (Vice Principal) would communicate an ‘all clear’ message to senior members of staff.

Information for parents:

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s website. On the very rare occasion a lockdown is called, Shelley College will endeavour to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child’s stay at school was extended beyond the regular time you will receive information about the

time and place that you can pick up your child.

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and well-being of your child, staff and visitors**.