



## Lockdown Policy

A dynamic lockdown is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

It is good practice to consider test the robustness of lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

In developing a viable and robust lockdown procedure for Peafield Lane Academy we have minimum requirements with regard to the building and its security. These include:

- Ensuring there is a 6ft perimeter fence around the entire site making it difficult to access the playground when it is locked
- Using electronically secured doors at the main entrance to control access to the building
- Using an electronic sign in system for all staff and visitors
- Securing access to the site by using remotely controlled gates for both pedestrians and cars
- Ensuring all classroom doors can be locked quickly and efficiently from inside
- The playground gate is supervised by the Site Manager or senior member of staff from when it is opened to when it is locked (see below)
- The playground gate is secured promptly by the Site Manager or a senior member of staff at 8.45am and 3.30pm.

## Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to protect themselves and other members of the school community. Through the above mentioned measures, every effort has been made to make the school safe.

The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s/situation on the school site with the potential to pose a serious risk to staff and pupils. In order to initiate the lockdown procedure all staff receive an induction and are aware of the signal which will initiate the procedure.

In devising Lockdown systems it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have. Staff will be alerted to the activation of the lockdown procedure through the lockdown alarm. On hearing the alarm they should either attempt evacuation or lockdown their classrooms depending on their location.

Evacuation:

- If in the playground, staff should evacuate children immediately using the end of break procedures for their year group - the teacher will then take the register as soon as safely possible.
- If in either bottom hall evacuate via the quickest route to the classroom of the pupils
- If in assembly then the lead teacher will organise for the lockdown to occur whilst a risk assessment for moving the children takes place



## **Procedures once the children are in the correct location**

- Lock doors
- Secure the windows
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail or group text
- Once in lockdown mode, if possible, staff should notify the office immediately of any pupils not accounted for via mobile phone/email
- Staff should encourage the pupils to keep calm
- The school office will immediately alert and then maintain communication with the Emergency Services
- Where possible, the office will inform staff (via text/email) of Emergency Service response and advice
- The only signal for all clear will be verbally from the senior teacher on site or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

## **Other emergency procedures**

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.).

The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:

- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.
- Once all staff and pupils are safely inside and the school secured, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

## **Informing Parents/ Carers**

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School lockdown procedures will be shared with parents either by newsletter or via the school website. In the event of a full lockdown or other emergency procedure school leaders will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text or Class Dojo once the situation has been explained.

### **Training**

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A lockdown drill will be held annually to ensure that staff and pupils are familiar with the procedure.

### **Lockdown Procedure**

<b>Plan</b>	
<b>Staff responsibilities</b>	
<b>Headteacher</b> <i>(Or Deputy Headteacher if HT absent)</i>	Make contact with emergency services.
<b>Other staff members</b>	<ul style="list-style-type: none"><li>• School Office: communicate with parents and ensure pupil registers/ numbers.</li><li>• Teachers and support staff: stay with pupils</li><li>• Designated staff (see list below): secure entrance and exit points and blinds etc.</li></ul>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"><li>• Hand bell(s) rung</li><li>• Word of mouth</li></ul>
<b>All clear signal</b>	<ul style="list-style-type: none"><li>• Headteacher/ Deputy Headteacher to send a message. This will be sent via text, Microsoft Teams or word of mouth.</li></ul>
<b>Evacuation signal</b>	<ul style="list-style-type: none"><li>• Fire alarm will be sounded if we need to evacuate the school.</li></ul>
<b>Lockdown</b>	

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<b>Assembly points</b>	Classrooms. If using the main hall then the small hall should be used as an assembly point. Curtains should be closed within this space. Playground (fire assembly point)- if lockdown is from inside to outside.
<b>Entrance and exit points</b>	Designated staff to secure entrance and exit points (see list below)
<b>Bringing pupils inside</b>	<ul style="list-style-type: none"><li>• Pupils walk in as soon as the hand bells are rung. They are to walk in through their classroom door and sit down in their classroom. Midday staff are to supervise this</li><li>• Teachers are to return straight to classrooms when they hear the hand bell so that they are there as pupils come in. MSAs are to ensure that there is appropriate supervision</li><li>• Class registers to be taken once inside classrooms or school hall. Message sent to office team with number of pupils and whether pupils are missing.</li></ul>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"><li>• Lock and close blinds/ curtains on doors and windows</li><li>• Position children away from sightlines from external doors and windows, for example under a desk</li><li>• Turn off lights and monitors</li><li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li><li>• Ensure all external doors are secured.</li></ul>
<b>Internal communication</b>	Staff mobile phones & Microsoft Teams may be used to communicate with Headteacher, Deputy Headteacher & Office Team.
<b>Communication with parents</b>	A combination of Class Dojo and text messages will be used to communicate with parents.
<b>Additional notes</b>	Pupils or staff with additional needs will be supported according to their personal plans.

## Checklist

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			

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Contact emergency services			
Ensure staff take action to increase protection from danger <ul style="list-style-type: none"><li>• Lock and close blinds/ curtains on doors and windows.</li><li>• Position children away from sightlines from external doors and windows, for example under a desk.</li><li>• Turn off lights and monitors.</li><li>• Turn any electronic devices (including school phones) onto silent mode.</li></ul>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			