



Lock Down Policy

“Be strong and courageous. Do not be afraid or terrified because of them, for the LORD your God goes with you; he will never leave you nor forsake you.”

Deuteronomy 31:6

Approved by Directors: July 2019

Review Date: July 2021

Lockdown Procedures

1 Rationale

Lockdown procedures should be 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 students in the college.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

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

This policy applies to employees, volunteers, parents/carers/student and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

2 Aims

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

3 Implementation

3.1 Staff and Visitors

It is of vital importance that the college's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, students should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

3.2 For parents

Parents too should know that the college has a lockdown policy, and a copy should be placed on the college website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to college, **as students will not be released to parents during lockdown.**

Parents are also asked not to call the college, 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.

Emergency services will support the decision of the Principal regarding the timing of communication to parents. **Please be assured in the event of a lockdown that the colleges overriding consideration is the safety and well-being of your child and college personnel.**

4 Lockdown

The college's lockdown plan is as follows:

Signals

Signal for partial lockdown is a female voice stating 'lockdown' via the tannoy system

Signal for partial lock down all-clear will be signalled by a member of SLT making an announcement including the current date, time and the Our Father Prayer and the words Bishop Milner's lockdown has now ended, please make your way to the fire assembly point" over the tannoy system

Signal for full lockdown is an escalating high pitched whirr sound over the tannoy.

Signal for lockdown all-clear will be signalled by a member of SLT making an announcement including the current date, time and the Our Father Prayer and the words Bishop Milner's lockdown has now ended, please make your way to the fire assembly point" over the tannoy system

Lockdown Arrangements

Partial Lockdown – when the threat is **outside** of the main building/perimeter

Immediate Action:

- Exterior perimeter gates/doors will lock automatically
- All outside activity to cease immediately, students and staff return to the sports hall. Only PE staff and Site staff have this access)
- All staff and students to remain inside
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
- During break / lunch duty and other staff will have a small amount of time to access external doors and hold them open to allow students and other staff to access the building. Once inside they make their way into any available classroom with any member of staff and lock the door behind them once no students left in corridors
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point
- DO NOT leave the site until you have heard the all clear announcement

Full Lockdown – when the threat or intruder is **inside** the building/perimeter.

Immediate action:

- Exterior perimeter gates/doors will lock automatically
- Classes that are outside of the main buildings / enclosed areas SHOULD NOT re-enter the building. Staff should escort children to an alternative safe haven. This could be Wrens Nest Primary School / Priory Primary School
- Internal students MUST return to classrooms
- Classroom doors are locked
- Windows to be locked, blinds drawn, students are to sit quietly out of sight (e.g under desks or around a corner and away from windows)
- Internal bells will not be disabled during a full lockdown however they **MUST** be ignored until the all clear has sounded.
- IGNORE any fire alarm activation, as the college will not be evacuated using the traditional method. If while in lockdown a Fire Evacuation is required, A tannoy announcement will be made by a member of SLT giving the current date, time and the Hail Mary said.
- DO NOT leave the building until you have heard the 'all clear'
- DO NOT respond to anyone at the door until the 'all clear' is announced

IN ALL CASES WHEN STUDENTS AND STAFF ARE LOCATED ON THE FIRE FIELDS A NOTIFICATION VIA MOBILE TELEPHONE WILL BE MADE AND THE APPROPRIATE MEASURES FOLLOWED.

When visitors are on site they are the responsibility of the staff members they have visited and must adhere in the same way to the policy.

All communications via two-way radio will be transmitted on channel 1.

LOCKDOWN PROCEDURES

Plan

Staff responsibilities	
	<i>Lockdown initiated where possible by the Principal, in more immediate circumstances Receptionist / Business Director / Site Team</i>
Principal / Vice Principal	<i>Contact emergency services and remain in liaison.</i>
Other staff members	<ul style="list-style-type: none"> • <i>Vice Principal: communicate with parents as appropriate, contact any off site activities</i> • <i>Teachers and support staff: stay with students and visitors</i> • <i>Site manager: ensure all access points are secured and monitored using CCTV</i> • <i>ICT Support: Ensure all systems are working correctly and signals are sounding correctly</i>
Signals	
Lockdown signal(s)	<p><i>Signal for partial lockdown is a female voice stating 'lockdown' via the tannoy system</i></p> <p><i>Signal for full lockdown is an escalating high pitched whirr sound over the tannoy.</i></p>
All clear signal	<p><i>Signal for partial lock down all-clear will be signalled by a member of SLT making an announcement including the current date, time and the Our Father Prayer and the words Bishop Milner's lockdown has now ended, please make your way to the fire assembly point" over the tannoy system</i></p> <p><i>Signal for lockdown all-clear will be signalled by a member of SLT making an announcement including the current date, time and the Our Father Prayer and the words Bishop Milner's lockdown has now ended, please make your way to the fire assembly point" over the tannoy system</i></p>
Evacuation signal	<i>Usual Fire Bell or as above when in lockdown with the Hail Mary being said</i>
Lockdown	
Assembly points	<p><i>Full lockdown - classrooms/offices. For those external to the building Wrens Nest / Priory Primary School</i></p> <p><i>Partial lockdown – internal buildings</i></p>

	<p><i>Fire Alarm (confirmed) usual assembly points</i></p> <p><i>Bomb Threat – fire assembly points with coats and bags</i></p>
Entrance and exit points	<p><i>Windows and classroom doors to be secured by staff members.</i></p> <p><i>External doors automatically locked and disabled.</i></p> <p><i>External gates closed throughout the day</i></p>
Bringing students inside	<p><i>External tannoys will sound all alerts, duty staff to ensure students are dispersed appropriately. Duty staff to ensure all external doors remain open prior to the lockdown delay ceasing.</i></p>
Steps to increase protection from danger	<p><i>In the event of a full lockdown</i></p> <ul style="list-style-type: none"> • <i>Lock and screen doors</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i>
Internal communication	<p><i>All radios to be switched to Channel 1.</i></p> <p><i>SLT to operate communications via conferencing facilities.</i></p> <p><i>Parents to be notified as appropriate using School Comms.</i></p>
Communication with parents	<p><i>Parents to be notified as appropriate using School Comms.</i></p> <p><i>Parents are asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>
Additional notes	<p><i>Staff to remain with students at all times.</i></p>