



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 24A – Lockdown Policy

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee.

The person in the school who prepares the text of this policy for the Governors is the School Business and Development Manager. It will next be reviewed in January 2019.

### Introduction

As part of our constant review of our safeguarding procedures, we are introducing Lockdown Procedures. "Lockdown" is when we ensure all children are safely contained with staff in order to protect from an emergency situation.

### Rationale

We will lockdown as a response to any internal or external incident that has the potential to pose a threat to the safety of children and staff in the school. Whilst these events happen very infrequently in the UK we feel it important to have a procedure in place just in case.

- The sort of rare occasions when we might employ lockdown could be:
  - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and children in the school)
- 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 (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

### Responsibilities

- The School Business and Development Manager (SBDM) and the Designated Safeguarding Lead will be responsible for implementing this policy.
- The SBDM, together with the Site team, are responsible for site safety during a lockdown.
- The Headteacher and SLT are responsible for internal and external communication during a lockdown.
- The SBDM will communicate with the Police, the Local Authority (Croydon LA) and any other appropriate external agencies.
- The decision to "stand down" from a lockdown will be made by the Headteacher, informed by the SBDM and by external agency (eg – Police) advice.
- The SBDM will be responsible for administrative staff.
- Technical staff will remain in their working area or where they are at the time of the alarm.

### Lockdown process

During a lockdown, staff members will keep pupils indoors for a period of time. We will practise this procedure regularly in the same way that we practise our evacuation procedures. It is essential we carry out regular drills as it helps children to get used to such activities and thereby remain calm, it also allows staff to be fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

The drill process will be explained to students beforehand and the first time that we undertake this drill we will tell students that it is happening. Staff members will remain calm at all times, so that students do not get distressed. The drill will be planned to ensure it causes the least possible disruption to learning, whilst providing a test of the lockdown procedures.

**Lockdown will involve the following:**

- An alarm being sounded. This will be four short intermittent blasts of the bell repeated twice with an interval of 3 seconds between.
- Staff directing pupils to the nearest classroom if they are not already in a classroom.
- All windows and doors being secured and blinds closed.
- Teachers accounting for all pupils and reassuring them.
- Pupils being directed away from doors and windows (and possibly asked to go under tables).
- Nobody being allowed in or out of any building for the duration.
- Non-teaching staff moving to the nearest available classroom.
- Administrative staff remaining in their offices.
- Guests and visitors remaining with the class or person responsible during the visit.

We will aim to ensure that any lockdown that takes place is a sensible and proportionate response to any external or internal incident. In the event of a real lockdown situation, parents will be informed by either text or email. We will understand the obvious concern of parents and will aim to ensure regular communication of accurate information to alleviate undue anxiety. In order to secure the best assistance possible from parents so that everything that can possibly be done, is done to ensure the safety and welfare of all we will advise parents as follows:

- Not to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Not to come to the school. This could interfere with emergency provider's access to the school and may put parents and others in danger.
- Wait for the school to contact parents. We will update parents and carers as often as possible and say when it is safe to come get pupils and where to collect them from.

**Review, Monitoring and Evaluation**

This procedure will be reviewed as part of:

1. Safeguarding policy and procedures
2. Business continuity and emergency procedures

The lockdown procedure will be monitored and evaluated by the Headteacher, Senior Leadership Team and Governors.