



Diocese of Norwich
St Benet's
Multi Academy Trust

[Academy Name]

Lockdown Policy

Policy Type:	Trust Core Policy
Approved By:	St. Benet's MAT Board of Trustees
Approval Date:	March 2018
Date Adopted by LGB:	dd/mm/yyyy
Review Date:	March 2021
Person Responsible:	Chief Executive Officer

Roles and Accountabilities

The Diocese of Norwich St. Benet's Multi Academy Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy are responsible for the implementation of all policies of the Academy Trust.

All employees of the St. Benet's Multi Academy Trust are subject to the Trust's policies.

1. Introduction

A 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.

The Government requires all public sites, including schools, to consider the need for robust and tested 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 drawing up our Lockdown Policy and Procedure we have taken guidance from Norfolk County Council Council and "Developing Dynamic Lockdown Procedures" National Counter Terrorism Security Office, November 2015. **Each academy must also take account of any requirements or conditions arising from their individual Business Continuity Plan**

2. School Security

We annually review and risk assess the security measures and precautions for the academy accommodation and site to ensure we have taken every reasonable precaution to provide a secure and safe environment for all those who visit our academy.

3. 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 keep themselves as safe as possible.

Every effort has been made to make the academy site safe. The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s on the school site *with the potential to pose a serious risk* to staff and pupils.

In order to initiate the lockdown procedure, our academy has identified the following designated staff who have been identified and trained. These are:

- Name/s of designated staff

In devising a Lockdown procedure 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 – academy to identify how this is achieved**. 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 to.....**academy to identify evacuation route and safe area**
- If in the..... **academy to identify other areas/blocks needing specific evacuation/lockdown procedures**

Classroom lockdown

If in a (**classroom, the computer suite, library, group room academy to identify rooms suitable for lockdown**) staff should get the children to a lockable room as quickly as possible. If in another smaller room, they should go to the nearest lockable room and then:

- Lock and, if possible, block doors
- Get the children to lie flat on the floor underneath tables
- 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 **giving special regard to pupils with special educational needs, physical or mental disability.**
- 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 a designated lockdown initiator (named above) 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.

4. 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.).
- Presence on the school site of a loose dog or other large animals e.g. cattle

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 on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

5. Communication between parents and the school

School lockdown procedures will be shared with parents by newsletter and 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 once the situation has been explained.

6. Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A termly alarm practice will be held *for staff only* to ensure they can differentiate between the sound of the fire alarm and the lockdown alarm.