



CARLETON HIGH SCHOOL

LOCKDOWN POLICY

Implementation Date	March 2019
Planned Review Date	March 2010
Reviewed by:	Andy Dean

Carleton High School

Lockdown Policy

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the Critical Incident Policy and school fire evacuation instructions. As part of our commitment to the health, safety and welfare of all staff and students, there may be a rare occasion when it will be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby critical incident such as a chemical spillage or fire, nearby proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person or person's intent in causing harm/damage.

Staff will be notified that lockdown procedures are to take place when the emergency evacuation alarm is activated. The activation point is located in main reception, with a portable activation button in the Premises Team office.

Lockdown Procedures

- Any member of staff who believes that the school is subject to immediate risk should inform reception staff straight away, providing information about the situation.
- If possible, reception staff should inform the Head of School immediately.
- The Head of School will consult Emergency Services, if appropriate, and make the decision to impose lockdown.
- If the decision is taken to impose a lockdown, the Head of School will inform the maintenance team to sound the alarm.

Please note: It may be necessary to activate lockdown procedures in response to a violent attack from one or more intruders on the school site. By its very nature, such an attack by intruders to the site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. In this instance, it may not be safe or practical to contact the Head of School. Members of staff should sound the alarm if they are able to. They should also be aware of the guidance on how to respond to an attack: Run, Hide and Tell (see Appendix A).

Response to lockdown alert.

If the alert occurs during lesson time:

- All staff and students inside the building should remain in their classrooms.
- Any students on the corridor or in the toilet should go to the nearest occupied classroom.
- Students on the school site but outside the buildings should be brought in immediately and go to the changing rooms but only if it is safe to do so.

Staff with students should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high risk incident. If the alert occurs before school, during break or lunchtime:

- Staff should follow the Run, Hide, Tell guidance. Where it is safe to do so, staff insist students and visitors accompany them to seek alternative exits to the school site. Once the students are inside the buildings, offices or classrooms away from open site and corridors.

Then follow the **CLOSE** procedure:

- Close all windows and doors (draw blinds where they are available).
- Lock up
- Out of sight and minimise movement (back of the room under tables if possible)
- Stay silent and avoid drawing attention (staff should inform students to put their phones on silent).
- Endure. Be aware you may be in lockdown for some time.

NO ONE SHOULD MOVE ABOUT THE SCHOOL. If it is necessary to evacuate the building, the fire alarm will be sounded intermittently continuously.

- Staff should await further instructions, these will be communicated in person or by text. Staff should avoid
- Unnecessary calls to senior management or reception as this could delay more important communication.
- Any visitors with lanyards should be moved with students, by staff, into classrooms, offices and safe areas.
- Senior staff - Jo Cross and Andy Dean, will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- SLT will use their radios and walk around the school and let staff and students in classrooms know that the lockdown is over and it is safe to come out of classrooms and hiding places.
- SLT will Knock on doors introduce who they are and state that Lockdown is over and it is safe to come out of hiding and open doors.
- As soon as possible after the lockdown, teachers return to their classrooms and conduct a register and notify the reception immediately of any students not accounted for.

Communication with parents

- If necessary and practical, parents will be notified as soon as it is practical to do, so via the school's established communication network – text.
- Parents will be told: '...the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Students will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Training

- Staff informed about lockdown policy and the Run, Hide, Tell procedure.
- Students informed about lockdown procedure.
- Information to parents in a newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the senior management team to test the procedures.

APPENDIX A

Stay Safe in a firearms and weapons attack:

Stay Safe principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.