

LOCK DOWN POLICY

Codsall Community High School – Bilbrook CE (VC) Middle School – Perton Middle School

Codsall High Federation of Schools

Lock Down Policy

June 2016

(Review date: June 2017)

Rationale

As part of the Federation's Health and Safety policies and procedures the schools have a Lock Down/invacuation Policy.

On very rare occasions it may be necessary to seal off the schools so that it is not able to be entered from the outside. This will ensure that anyone on the school sites is safe in situations where there is a hazard in the school grounds or outside the schools in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school sites. It covers the procedures and personnel responsibilities if and when the school is required to go into lockdown.

Aims:

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

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of the school bell for a period of 30 seconds, this is a different bell to that of the fire bell or lesson change bell which is a continuous alarm. Students will be notified of its sound once per term as a reminder.

- **Head teacher/Authorized persons' role:**

If recognising the situation calls for lockdown, the Head teacher or authorised person will liaise with reception, the receptionist will sound the alarm as detailed above for approx 30 seconds.

If parents do manage to get through to the school via phone; the following message must be relayed by all reception staff at the three schools:

'The school is in lock down, we are not able to comment at this moment in time but will update parents as soon as we can'

Helen Zatte in conjunction with the receptionist ringing the bell will dial 999 to report the concerns, the director on call (number on business continuity plan) and Mr Burton, Chair of Governors.

The receptionist will call the other schools in the Federation and also Codsall Middle.

Perton Middle – 01902 758244

Bilbrook Middle – 01902 840910

Codsall Middle – 01902 843177

Director on call and Chair of Governors – contact details on Business Continuity Plan

- The Head teacher or authorised persons then assumes a lockdown position themselves in one of the offices behind reception to assist in co-ordination of the lock down procedure, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Head teacher or authorised persons when the threat has been averted. When this occurs, the "all clear" is to be sounded.

- The all clear sound is the same as the alert – short bursts of approx. 30 seconds.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest classroom/room.
- Staff, who are not teaching at the start of a lockdown, should lock the room they are in or if in the grounds, go to the nearest classroom/room. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a “Visitors Pass”. If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room or building before that room is locked down, and join whoever is in that room.
- Close the curtains or blinds in the room if they are available. Position students on the floor against the wall in the most non-visible positions from the windows and doors. This procedure must be tailored for the individual rooms being used.
- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until the “all clear” is announced.
- After the “all clear” is sounded, the Head teacher can authorise the contacting of parents, if appropriate via text message. The text message will go out to the three schools in the Federation and will be the same message to avoid mixed messages where parents have children in more than one school.

NO ONE SHOULD MOVE AROUND THE SCHOOL

- Staff to support students in keeping calm and quiet.
- Staff to remain in lockdown positions until they hear the ‘all clear’ alert.
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify student services immediately of any students not accounted for.

Staff Roles:

1. Front office staff ensure that their office(s) are locked and police called if necessary. The director on call and Chair of Governors are called if required.
2. Leisure Centre staff to close external doors immediately and check that the sports hall doors are closed if teachers are not using the space
3. Individual teachers/HLTAs/TAs/Support staff lock/close classroom door(s) and windows.
4. Nearest adult to check exit doors as detailed below. If staff pass an open external door, they must shut the door and lock the thumb turn immediately.

External doors procedure:

Main entrance: Front doors have to be locked with a key but the middle doors are locked permanently.

D & T rooms: - Tony Shingler, Brian Crowder, Paul Johnson to lock external doors

Door by kitchen: Kitchen staff to lock external door

Dining Hall doors: Kitchen staff to lock dining hall external doors and close blinds

Doors opposite room 13/14: Cath Green, Emma Thompson-Wiggin to lock external door

Geography corridor doors: Natalia Walton to lock external door by room 16

Doors by room 18 – Ashley Epton/ Josh Birch to lock external door

External door by room 18 under the stairs – Josh Birch to lock

External door under stairs opposite G Davies’ office – Paul Yapp to lock

Art room doors: S Pugh, Hannah Stephenson to lock
 Doors at the top of the stairs by the staff room - Kath Sands/Sally Millington to lock
 Door under 6th form stairs: Gill Bennett/Sandra Davies to lock
 Door in history corridor under 6th form stairs: Rob Cattell/Laura Lewis to lock
 English Foyer doors: Rob Cattell/Laura Lewis to lock
 Door at the bottom of the Science corridor – Georgina Sumner/Rob Allen to lock
 Drama and music room door – Emma Mayor, Yvette Cooper to lock
 Sports Hall doors – PE staff in attendance/Leisure Centre staff
 Main entrance to Leisure Centre – Leisure Centre staff
 Hair salon main door – Thursdays only – Student Services to call salon to inform them of the need to lock the external doors.
 ATC – Student Services to call to inform of lock down

PMS

Door near room 5 – T Spittle to lock
Door near room 1 – T Spittle to lock
Doors leading to A Block – L Key to lock
Doors to 28/29 – I Edwards/ A Thomson to lock
A block doors – M Burrington/J Cadwallader to lock
PE doors – A Cox to lock
Kitchen doors – A Cox / K Holmes to lock

Communication with parents:

- If necessary parents will be notified as soon as it is practical to do so via the schools' established communication network – text message/ telephone
- 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 lock down
- Parents will be asked not to call schools as this may tie up emergency lines
- If the end of the day is extended due to the lock down, 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
- Information about the school's lockdown procedures will be disseminated to all parents via the schools' website
- ***A text message will be sent out to all three schools in the Federation and will read as follows:***
- ***(Name of School) is currently in lockdown. Parents are requested not to contact reception or come to the school as all lines/premises need to be available for the emergency services. More information is available on the schools' website.***

Unknown persons/Intruder procedures:

- All visitors to schools must first register at reception, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.
 From time to time, staff may be confronted by an intruder in the school grounds,

or may need to confront somebody who does not appear to have any legitimate reason for being on site.

- In such a case, they should use the following procedure:
- When alerted to the presence of an intruder, take another staff member with you. Where possible take someone with you who has a walkie talkie and first call reception to inform them of what you are doing so that further assistance can be provided if necessary.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Head teacher or authorised person to call the police.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Head teacher, call the police immediately.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and briefed to staff so that improvements can be made if required.

Review

- This policy and procedures will be reviewed annually as a part of the Health & Safety policy and Business Continuity Plan in March.

Please be assured in the event of a lockdown that the overriding consideration for the schools is the **safety and well-being of the staff and students**.