

Lockdown policy and Procedures



**Southend YMCA
Community School**
building a future

Approved by:	The Governing Body & the Headteacher	Date: September 2024
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1. Introduction

All of our students have SEMH and have been referred from their mainstream school or the Local Authority. They have greater difficulty than other students with their behaviour management or social skills. Therefore it is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment.

Lockdown procedures should be seen as a sensible and proportionate response to an external or internal incident which has the potential to pose a threat to the safety of staff and students in school. Procedures should aim to minimise any 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 school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning received regarding a risk locally, of air pollution (Smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

2. Signals

Signals	
Signal for lockdown:	Verbally by designated person to all classrooms
Signal for all clear:	Verbally by designated person to all classrooms

3. Lockdown

Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms

Entrance points (e.g doors, windows) which should be secure	External doors Fire Doors / Exits Internal windows All windows Sports Hall Doors
Communication arrangements	Verbally or staff mobile devices / emails
Notes	If someone should be taken hostage on the premises, the school should seek to evacuate the rest of the site.

4. Initial Response

Initial Response checklist – lockdown (e.g. in response to an intruder in the school grounds)		Tick/ Sign / Time
Stage 1	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by having a staff member with them. Students to take cover under their desk or in the corner of their classroom away from the class door and windows.	
Stage 2	Lock / Secure entrance points (e.g. doors and windows) to prevent the intruder entering the building.	
Stage 3	Dial 999. Dial once for every emergency service that you require.	
Stage 4	<p>Ensure people take action to increase protection from attack;</p> <ul style="list-style-type: none"> • Block access points (move furniture to obstruct doorways) • Sit on the floor, under tables or against walls. • Keep out of sight from windows and doors (Draw curtains/blinds, turn off the lights) • Stay away from the windows and doors <p>Teachers will be responsible for the class they are teaching when a lockdown is announced.</p>	
Stage 5	Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building.	
Stage 6	If possible, check for missing / injured students, staff and visitors	
Stage 7	Remain inside until all clear has been given or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through verbal instruction from the headteacher or safeguarding lead.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside they should hide with staff as instructed.
- Those inside school should remain in their classrooms.
- All external doors and, as necessary, windows are closed and locked. Internal classroom doors will be locked via the magnet locks and blocked with furniture where possible.
- Once the school is in lockdown mode, staff should notify the designated teachers (HT & DSL) of any student missing that will need to be immediately searched for.

- Staff should encourage students to keep calm and follow instructions for their own safety.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as practicable to do so via a text messaging system.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be communicated by the designated staff members.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

To achieve this, a lock down drill should be undertaken at least once a year. Depending on their cognitive ability, students should also be aware of the plan.

5. Partial Lockdown

Alert to Staff; 'Partial Lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action;

- All outside activity to cease immediately, students and staff return to the building. Staff will be alerted via verbal instruction.
- All staff and students will remain in the building and external doors and windows will be locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by members of staff.

All situations are different. Once all staff and students are safely inside, 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 students.

'Partial Lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

6. Full Lockdown

Alert to staff; 'Full Lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action;

- All students return to class or remain in their classrooms.
- External doors are locked. Classroom doors are blocked.
- Windows are locked, blinds/curtains are drawn and students sit quietly out of site (under desks in the corner of the room away from the doors and windows).
- Registers/head count is completed - registers to be submitted via email or mobile devices.
- Staff and students will remain in lockdown until it has been lifted by the designated staff (HT & DSL) or the Emergency Services.

- At any point during the lockdown, the fire alarm may sound and a verbal message will be communicated to evacuate the building then the evacuation procedures should be followed.
- During the lockdown staff will keep agreed lines of communication open, via mobile devices (email and text messages), but will not make unnecessary calls as this could delay more important information.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by school newsletter or via the schools website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they;

- Are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting Emergency Services.
- Do not come to the school. This could interfere with the Emergency Services' access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come to collect their children, and where this will be from.

7. 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 will be allowed in or out of the school".

8. Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice and guidance as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decisions of the Headteacher regarding the timing of any communication to parents.