



Wadham School

Lockdown Policy

Who is responsible?	Governing Body
Statutory Policy	Yes
Approval Date	September 2023
Next Review	September 2024

Signed:

Date:

Lockdown Procedures Policy

Full Lockdown and High Alert procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of students, staff, visitors or parents / carers. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of everyone. This may also include where there is a need to restrict the movement of students around the school environment.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- Wild animals on site;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents / carers;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year.

Students should also be aware of the procedures. Regular practice similar to emergency evacuation will improve their familiarity.

Lockdown Procedure

- Upon hearing the alert for a lockdown, **7 INTERMITTENT RINGS OF THE BELLS, ON REPEAT**, the school community will implement the procedures for a full lockdown. As soon as possible staff to be informed if this can be de-escalated to a High Alert rather than full lockdown.
- Radios will be used to TRIGGER lockdown to SLT/key staff
- The only place we can trigger lockdown bells is A14. The site team will do this if the lockdown procedure is invoked.
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Triggering Lockdown:

- SLT, Site Team, Cathy Bailey & Sarah Macklin, Laura Rogers, Rachel Theobald and Stephanie Knight & Keith Allington can TRIGGER Lockdown Request.
- All other staff to email LOCKDOWN group (above group) to alert the school.
- Triggering person uses Radio on Channel 9 and 10, saying "("Staff initials" Triggering Lockdown, Lockdown, Lockdown, Lockdown, Lockdown. Site Team Respond. Bells Required. All to Channel 9"

- SLT Trigger goes (where possible) and starts bells, Site Team called to replace them ASAP.
- Site Team lock down automatic doors

Engaging Lockdown:

- Intermittent bells sounded
- Students remain in the classroom – teacher locks the door.
- Close windows and blinds.
- Sit quietly and wait for instructions.
- If students or staff are on the field – move to the New Sports Hall (NSH).
- Lock doors and wait quietly.
- If lockdown is triggered during social time – students and tutors move to tutor rooms ASAP.
- Anyone on the field goes straight to NSH.
- SLT on field duty is lead staff in NSH.
- SLT/Site Comms on Radio Channel 9.
- Whole Staff Comms is via EMAIL only.
- Office staff lock ALL doors and windows and wait for email instructions.
- Canteen staff lock ALL doors and windows and wait for email instructions.

Staff Responsibilities

- LM – Central COMMS – police, fire and rescue, LA.
- Cathy is reserve if LM is absent
- AMJ – Website – update banner – key message to the community.
- Site – 1 to ring bells, remaining team on standby.
- RJB – Senior Lead / Coordinator
- SNO – A10-A13 & Office
- SJH – Gibson, B01-B25
- SC – Front of School, ELC, AP and B04
- AED – Library, upstairs Hub and ISR
- NLF – C23 and C24, Downstairs Hub
- RJB – Main Building
- CV – E Building
- KH – D Building
- CKO/PE – OSH/NSH as appropriate
- SJW – Berry, C01-C24, Canteen

Lockdown Responsibilities

- Staff CHECK doors and windows in identified areas, starting with external entry/exit doors.
- Direct Teachers to keep email OPEN.
- RADIO confirmation of Block Lockdown to LM. LM logs confirmation.
- LM keeps log and informs RJB
- RJB issues RADIO and EMAIL message to say “Site is locked down”

- IF risk is apparent, lock yourself in closest room and RADIO danger to the team.

Communication

- School telephones to be kept free to make and receive calls to Emergency Services and LA.
- All communication to staff during lockdown will be via email.

NB:

- If someone is taken hostage then the school should seek to evacuate the rest of the site. The LA will advise where to relocate.
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for family outside of the cordoned area;

Communication between parents and the school

- The School's lockdown procedures will be published on the school website and routine practices communicated with parents by EduLink, newsletter or via the school website with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or high alert / vigilance needed, any incident or development will be communicated to parents as soon as is practicable via the established communication system

Ending Lockdown:

- Lockdown remains in force even if bells fall silent.
- **ALL STAFF AND STUDENTS MUST REMAIN IN LOCKDOWN UNTIL THE ALL CLEAR IS GIVEN.**
- Lockdown is ENDED with continuous bells – fire alarm evacuation.
- The site evacuates to the field for sign off – register check.
- Process formally ends from the field.
- We ALWAYS end lockdown with fire evacuation.

De-brief:

This will take place for staff at the end of the school day. There will be a school assembly immediately upon the return to school the following day. It is important that both students and staff have the opportunity to talk about the previous day's events.

