



# Lockdown Policy and Procedures

The Axholme Academy

November 2024

Review Date: November 2027

## **LOCKDOWN Policy and Procedures**

### **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is a serious security risk on the premises due to, for example, attempted access by unauthorised persons intent on causing harm/damage.

The lockdown process is the ability to quickly restrict access and egress to the site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into dangerous areas and preventing or frustrating potential attackers accessing a site (or part of).

### **Initiating LOCKDOWN**

If a staff member suspects the threat of a serious/armed/violent incident, they should immediately make themselves safe and, if safe to do so, ring the **LOCKDOWN** number – **Ext 200 or 01724 710368 (Front Office)**. AT ALL TIMES – KEEP YOURSELF SAFE. Do not risk your own safety or that of others to get information. If there is no answer, staff should ring the numbers below (in different rooms) until they receive a response:

**Ext 201 (Front Office (2)); Ext 202 (SBL Office); Ext 203 (Principal's Office).**

The staff member making the call should state they are making a **LOCKDOWN** call. Prompted by the member of staff receiving the call, they should, wherever possible, give a clear description of the threat including threat type, location, a description of the attacker, number(s) of attackers, features, clothing, weapons, direction of travel and any other relevant information. If known, they should also give details of any casualties, type of injury, hostages etc.

On hearing that the call is a lockdown call, the staff member receiving the call should follow the **lockdown checklist**. A decision to move to lockdown will only be taken by a member of the SLT. If they are unobtainable, a member of the ELT can take the decision to move to lockdown. If the decision is taken to lockdown then action should immediately be taken to communicate **LOCKDOWN** to the rest of the school. **NB – In a situation where it is perceived that there is an immediate threat to life, it may be necessary to move to LOCKDOWN without the authorisation of SLT.**

In the very unlikely event that no answer is received on any of the numbers above, the caller should assume that staff are incapacitated and ring 999 direct. Spread the word as much as possible by shouting that there is a LOCKDOWN situation, but only if you believe it is safe to do so.

## **Notification of LOCKDOWN**

Staff are notified that lock down procedures are to begin, immediately on hearing the school bell ring/air horn sound in a particular format:

**An air horn will be blown in the school grounds for 3 short bursts, followed by a short pause, followed by 3 short bursts. This can be done through an open window if it unsafe to access the school grounds.**

The signal for lockdown will activate the following series of events:

1. The person who receives the **LOCKDOWN** call or another designated person should ensure that they are safe and follow the checklist in Appendix One. They will need to be prepared to give information from the **lockdown checklist**.
2. Upon hearing the signal for lockdown, staff and students should immediately proceed to the nearest place of safety:
  - Find Cover from **Fire** (e.g behind solid structures such as concrete walls) rather than cover from **View** (e.g behind cupboards).
  - Under immediate gun fire: take cover initially, but leave the area as soon as possible, if safe to do so.
  - Nearby gun fire: leave the area immediately, if it is safe to do so.
  - Leave your belongings behind.
  - **Do not** congregate at the fire evacuation point.
  - Put phones onto silent mode and turn off vibrate (if you can safely do so).

If you can, you should lock yourself and others in a room or cupboard. In the majority of rooms/classrooms there is either a Security Bar or an internal 'twist lock' on the door. The Security Bar should be pulled from its brackets above the door, placed under the door handle and firmly pushed into place. If there is neither of these in the room that you are in, barricade the door with furniture, and then stay away from it. If possible keep hidden behind solid structures such as concrete walls, choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones if you can.

### **Know your building! (Where to hide/ How to escape)**

3. If staff or students are in or are near to the bathrooms, they should move to a cubicle, lock it and stand on the toilet.
4. At all times, staff should be mindful of their safety and the safety of students (for example, if a student is irrational and refuses to leave the building or enter a classroom, the staff member should not chase them but should protect themselves and the majority).

5. Non-classroom based staff should stay in the area they are in unless they can see it is safe to move elsewhere. They should go to the nearest room or cupboard, secure the doors and turn out the lights. If on corridors or another open space they should move to the nearest classroom, taking any students in the vicinity with them

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6. Staff should support students in remaining calm and quiet. Staff and students should put their mobile phones into silent mode and switch off vibrate if possible.
7. Information, if and when available, will be relayed via text to staff phones or email if possible or via a visit from a member of the SLT or Police (in person) (see point 8).
8. Staff and students should remain in lockdown positions until informed by a member of SLT, or Police, **in person** that there is an all clear. Staff and students should ensure that they verify the identity of anyone informing them of the all clear.

### **Students off site/out of building**

9. At the start or end of the day/break/lunchtime/during PE lessons/outdoor activities on the school site, students/staff/visitors should be notified of **LOCKDOWN** by the sounding of the airhorn, wherever possible. Students on the field/backyard should be directed into the changing rooms if safe to do so. The doors should be locked and barricaded. If it is deemed unsafe to enter the building, students should be directed off the school premises until they are cleared to return by a member of the SLT or Police. If none of the above is possible, students should be directed to an area of 'relative safety'. This could be behind a building such as the sports hall, keeping low to the ground and out of sight of windows. Alternatively, direct students to the tree line and move off site, again, keeping low to the ground where possible. With this in mind, it is imperative that duty teams manage their allocated areas at break and lunchtimes and that any absences are covered. If it is break or lunchtime, the SLT will assist. Staff fobs will allow egress from all areas of the school buildings.
10. Students returning from school trips should not enter if the green 'tick' is replaced by a red 'cross' displayed in the front office window.

### **Attendance at the scene by Police**

11. Staff should confirm the identity of a Police presence before opening any door. Staff and students should be aware that Armed Police may be in attendance and avoid any sudden movements that may be considered a threat. Hands should be kept in view.
12. Staff and students should be aware that police may:
  - Be unable to immediately differentiate between you and an attacker
  - Point guns at you

- Treat you or speak to you firmly
- Question you
- Only evacuate/move you when it is safe to do so

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### **Radio contact**

1. Radio contact should be kept to a minimum and for emergency messages only. Be aware that a radio could be acquired by an attacker and used to send conflicting messages. If a staff member finds themselves in a situation where they are potentially under attack they should silence their radio.
2. If it is safe to do so – all SLT will be informed via radio of the nature of the lockdown. **If Police are on route – the codeword ‘Mr Day’ will be used i.e. “Mr Day is on his way”.**

### **After the LOCKDOWN**

Immediately after lockdown the SBM/Site Supervisor will first re-secure the building and gates.

### **The end of the Lockdown will be announced by the sounding of the alarm for 20 seconds.**

If the building is given the all clear, students should return to their form room where form tutors will take a register to confirm attendance. Any missing students will immediately be reported to reception on 200/201, who will liaise with SLT regarding their whereabouts.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – telephone/SIMS app/website

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 the context of lockdown.

## Appendix 1 - Lockdown checklist

### If you receive a call where the caller states there is a LOCKDOWN

situation: 1. **ALWAYS** ensure that you are safe

#### 2. Listen

Stay calm and listen carefully to what you are being told – don't interrupt. Pay attention to the words used.

#### 3. Ask

- What kind of threat is being reported?
- Has the caller seen/heard the threat?

If an attacker(s) has been seen:

- Where? Moving in which direction?
- How many attackers have been seen/heard?
- A description of features, clothing, weapons?
- Are there any casualties? What injuries do they have? Are there any hostages
- Is there anything else that the caller can tell you about the situation?

#### 4. **Wherever possible, liaise with the Principal/Vice Principal/Assistant Principal/School Business Leader as to whether or not to initiate lockdown. In their absence, a member of the ELT can take the decision**

If the decision is taken to initiate lockdown:

5. **Sound the LOCKDOWN alarm:** If safe to do so, an air horn will be blown in the school grounds for 3 short bursts, followed by a short pause, followed by 3 short bursts. This can be done through an open window if it unsafe to access the school grounds. **DO NOT** sound the fire alarm as this may send people in the direction of the attack.

#### 6. **Immediately call 999**

Explain clearly the nature of the threat and be prepared to relay the information given to you by the original caller. Explain that the school is in lock down and as such,

doors may be locked.

7. If you can do so safely – inform SLT via radio or telephone of the nature of the lockdown. **If Police are on route – use the codeword ‘Mr Day’ i.e. “Mr Day is on his way”.**

**Radio contact should be kept to a minimum and for emergency messages only.**

8. Front office staff should replace the green ‘tick’ displayed in the window with the red ‘cross’ – if it is safe to do so. Staff should take this as an indication that there may be an issue in the school and that it is not safe to enter the building. Staff should therefore take steps to make themselves and any students with them/in the vicinity, safe.