

# LOCKDOWN PROCEDURES

**The signal to alert staff that the site is in Lockdown is:  
8 alternating tones with the last held longer, then a  
gap, then repeated.**

## Background

Each Principal is responsible for developing effective Lockdown procedures as part of their Academy's overall Critical Incident Plan. These plans are to be practised at least once per year.

Lockdown procedures should be seen as a sensible and proportionate response to an external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the Academy. Lockdown procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

**The decision to initiate Lockdown should only be taken by the Principal or their nominated Deputy either following a direct instruction from the Emergency Services, or in response to a direct and immediate threat.**

## When to initiate Lockdown

The Lockdown procedures may be initiated in response to a wide range of situations that have the potential to pose a risk to staff and pupils in the Academy; some of the more typical might include:

- A reported incident / civil disturbance in the local community.
- An intruder on the Academy site.
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc).
- A major fire in the local area.
- The close proximity of a dangerous dog or other animal roaming loose.

# Lockdown Arrangements During Lessons

## Senior Leaders

On the sounding of the lockdown alarm:

- **SLT that are in a lesson** should follow the instructions for teachers.
- **SLT on-call and other SLT in the Main Building/Sixth Form**, should work together to lock the external doors from the inside. They should then remain on corridors if it is safe to do so, so they can assist other staff and pupils locking down or lockdown in their office or a toilet cubicle.
- **SLT in the Halls Building** should supervise the locking of external doors to the Halls building, then assist staff (and pupils) from the Hall building to the kitchen. In the kitchen they should ensure that all stoves and ovens are switched off, the shutters are lowered and the doors locked.
- **All SLT** should ensure they have a device with Teams installed to be able to communicate.

## Teachers

On the sounding of the lockdown alarm, teachers should instruct pupils to:

- Lock the classroom door, shut all the windows and (in downstairs rooms) draw all the curtains.
- Instruct pupils to calmly hide under the desks along the wall that has the classroom door in it / against the wall away from the door / under the lab desks.
- Remind pupils not to use their phone for any reason in any way.
- Remind pupils to stay silent.

Teachers should then:

- Hide under the teacher's desk with your laptop (so you can communicate via the all staff Teams lockdown channel).
- Use the lockdown channel to communicate the names of any pupils present in school but not with you in your classroom. State where they are if you know.
- Await further instructions (they may be asked to move their class).

## Pupils

On the sounding of the lockdown alarm:

- **Pupils that are in the toilet** should stay there and keep the door locked until receiving further instruction from a member of SLT (who will identify themselves by name)
- **Pupils that are out lesson (for a meeting/appointment/intervention/music lesson)** should stay where they are and follow the same instructions as above, supported by the adult they are with.
- **Pupils out of lesson for any other reason** should go to the nearest classroom or a toilet cubicle and lock themselves in.

## Non-teaching Staff

On the sounding of the lockdown alarm:

- **Non-teaching staff supporting in a classroom** should remain and help pupils by following the same instruction as them.

- **Non-teaching staff conducting an intervention with a pupil** should follow the instructions for teachers for the space they are in. They should confirm which students they have with them on the Teams all-staff lockdown channel.
- **Other non-teaching staff based in the Main Building/Sixth Form** should lock themselves into their office/workspace, shut door blinds, and hide under a desk.
- **Other non-teaching staff based in the Halls building** should lock external doors and make their way to the kitchen (where all stoves and ovens will be switched off, the shutters will be lowered and the doors locked).

### Special Rooms

- Pupils that are **outside** (eg for PE), should move to the gym/changing rooms.
- Pupils in the **Music Room**, should be locked in the instrument store.
- Pupils having a **lesson in the Hall**, should move to the Dance Studio (they may need to join a class already there).
- Pupils having an **assembly in the Hall**, should remain seated and silent. Staff in the hall should ensure all curtains are shut and that the lights and projector are switched off.

## Lockdown Arrangements During Social Time

If the lockdown alarm sounds during social time, all staff and pupils should quickly and calmly proceed to their form room and then follow the above instructions.

## Subsequent Actions

- Staff should remain calm and stay with their group of pupils and await further instructions. These will be issued via the Teams all staff, lockdown channel.
- If required, the Principal or a nominated member of staff should establish communication with the Emergency Services as soon as possible.
- The Principal should inform the Regional Education Director and the Media & Communications Manager as soon as possible that a Lockdown is in place. (NB. advice on handling media enquiries (which you are likely to receive) is also given in the Academy Critical Incident and Continuity Management Plan).
- If required, the Principal should notify the Local Authority via the 'School Emergency' phone number.  
Name:  
Address: Northamptonshire County Council  
Emergency Planning Team  
Office Hours:  
Out of Hours:  
Mobile:  
Pager:  
E-mail:

- If necessary, the Principal will designate a senior leader to notify parents as soon as practicable via the Academy's established communications system; eg, text / website / Twitter / Group Call Messenger. See further guidance below.
- Pupils will not be released to parents during a Lockdown.
- At any point during the Lockdown, the fire alarm may sound which is to signify that the building should be evacuated immediately.

## **Communication between Parents/Carers and the Academy**

In the event of a lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned; however, regular communication of accurate information will help to alleviate undue anxiety. This information should only be released by an appointed spokesperson acting on behalf of the Principal or nominated Deputy.

Parents / carers will be given enough information so that they:

- Are reassured that the Academy understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety. It may also be prudent to reinforce the message: '...the Academy is in a Full / Partial Lockdown situation. During this period the switchboard and entrances may not be staffed, external doors will be locked and, with the exception of the Emergency Services, nobody will be allowed to enter or leave the site...'
- Do not need to contact the Academy. Calling the Academy could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the Academy. They could interfere with emergency provider's access to the site and may even put themselves and others in danger.
- Know how to access the latest information. Explain to parents that updates will be provided via email.
- Wait for the Academy staff to contact them about when it is safe for them to collect their children, and from which location.

## **Emergency Services**

It is vital to keep lines of communication open with the Emergency Services as they are best placed to offer advice as a situation unfolds. All academies should have at least one BT landline to the Academy Office to ensure that communications are maintained in the event of an IT failure and the subsequent loss of the VOIP telephone network. The Academy site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the Lockdown. The Emergency Services will retain primacy (control) over the situation; however, they will support the decision of the Principal regarding the timing of communication to parents / carers.

In the event of a prolonged Lockdown, or more serious scenario, the Local Authority may have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

## **Follow-up Actions**

It is vital that the Academy's Lockdown procedures are familiar to all members of the Senior Leadership Team, teaching staff and support staff. To achieve this, a Lockdown drill should be undertaken at least once a year. Pupils should also be aware of the Plan and regular practices will increase their familiarity. Parents should also know that the Academy has a Lockdown Plan; however, for security reasons, these detailed procedures should not be published on the website or via any other external media.