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**CLEMENTS**  
PRIMARY ACADEMY

## **Lockdown Policy and Procedure**

**September 2019**

**Reviewed: September 2020**

**Reviewed: September 2021**

## Lockdown Procedure

The Lockdown Procedure is part of our Health and Safety policies and procedures.

### Rationale

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students, staff and visitors.

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 Academy staff and students;
- an intruder on the Academy site, posing a potential risk to staff and students;
- a warning received regarding a local risk of air pollution (smoke plume, Gas cloud, etc.);
- a major fire in the vicinity of the Academy;
- a student causing a major disturbance, which potentially causes a risk to Academy staff and students.

How To Report A Possible Lockdown Situation And Procedures	Actions
<p><b>Lockdown to be authorised by Headteacher, or Deputy Head in their absence</b></p>	<p>The nominated person will initiate, manage and conclude a lockdown.                      Critical Incident Centre will be the Headteacher's Office.                      Should there be a disturbance at the front of the school site the alternative location will be the SEND Unit Office.                      Critical incident team – VH, VJ, LD, JG, MK</p>
<p><b>How to report a possible lockdown situation</b></p>	<p>Members of staff should contact the nominated people below if they observe something suspicious, possibly requiring a lockdown.                      Communication methods to be used in the reporting of activity with the potential of resulting in a lockdown are:</p> <ul style="list-style-type: none"> <li>• Telephone the main office on 201 to notify all other members of CLT (contact via radio) The following phrase will be used to alert members of CLT "There is a consequence 99 in progress"</li> <li>• Headteacher to instigate the Critical Incident Reaction Team Meeting in the Headteacher's office.</li> <li>• Main Office to notify Chair of Governors and other local schools of the lockdown;</li> <li>• Emergency phone numbers for loss of power or evacuation:                         <ul style="list-style-type: none"> <li>○ Headteacher (Vicky Hogg 07792653673)</li> <li>○ Deputy (Vicky Jennings 07760 341414)</li> <li>○ Estates Manager (Chris Brown): 07714327141</li> </ul> </li> </ul>

<b>Signalling a lockdown</b>	<ul style="list-style-type: none"> <li>• Headteacher or nominated person will initiate a lockdown.</li> <li>• Headteacher to authorise the radio message 'Code 99 in progress all people back to the nearest classroom.</li> </ul>
<b>Procedures</b>	<b>Actions</b>
<b>Movement plan for individuals during a lockdown:</b>	<ul style="list-style-type: none"> <li>• All staff and students should remain in their classroom;</li> <li>• staff and students outside of a classroom during the learning period should make their way to the nearest classroom or other indoor area (changing room / hall);</li> <li>• lockdown during break / lunch time / before and after the school day: staff and students should return to their classrooms group rooms;</li> </ul> <p><b>NB</b> Once students/ staff are in their 'safe place' doors should be locked, blinds closed and they should shelter under desks. <b>It will be a 'Hard Lockdown' unless you are informed otherwise</b></p>
<b>Methods of ascertaining which members of staff and students are safe and accounted for and how this is communicated to Admin:</b>	<ul style="list-style-type: none"> <li>• Staff with students during a learning period should revisit their register via SIMS, add any additional students;</li> <li>• staff with students during the learning period but outside of a classroom should ensure that their register has been taken;</li> <li>• lockdown during break / lunch time / staff and students should return to their tutor group rooms. Register to be taken using the next available tutor registration slot.</li> </ul> <p><b>NB</b> Attendance team should be notified of <b>anyone missing</b> by e-mail to the Head@clementsprimary.co.uk only</p>
<b>External Communication (completed by main office)</b>	<ul style="list-style-type: none"> <li>• Inform Police via 999;</li> <li>• Message on the website stating visitors should avoid coming to the site due to an emergency.</li> <li>• Message to parents via School Comms to request that they stay away from the Academy until a further update is received.</li> <li>• During lockdown, parents to receive timed updates every 15 minutes via the website.</li> </ul>
<b>Evacuation of Building</b>  <b>Stand Down</b>	<ul style="list-style-type: none"> <li>• If critical incident team make a decision that there is a need to evacuate the building this will be done by the fire bell and students and staff to congregate in normal fire muster points.</li> <li>• If, however, there is a need to evacuate the site, more detailed instructions will be issued via email (this will involve exact instructions and which gates to exit from).</li> </ul>

## **Procedures for handling bomb threats**

All bomb threats must be taken seriously and the following actions must be taken. No matter how ridiculous or implausible the threat may seem all such communications are a crime and should be reported to the Police by dialling 999.

### Threat by telephone

1. Stay calm and listen.
2. Obtain as much information as possible – the Bomb Threat checklist provides the structure for this
3. Ensure that any recording facility is switched on.
4. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
5. Immediately report the incident to the Headteacher (or CLT member in their absence) to decide on the best course of action and notify the police.
6. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

### Threat delivered face-to-face

1. Stay calm and listen.
2. Obtain as much information as possible – the Bomb Threat checklist provides the structure for this
3. Immediately report the incident to the Headteacher (or CLT member in their absence) to decide on the best course of action and notify the police.

### Threat is discovered in a written/typed note

1. Treat as police evidence and stop other people touching the item
2. Immediately report the incident to the Headteacher (or CLT member in their absence) to decide on the best course of action and notify the police.

### Threat is received via email or social media

1. Do not reply to or delete the message
2. Note the sender's email address or social media username/user ID
3. Preserve all log web files for your school to help the police investigation
4. Immediately report the incident to the Headteacher (or CLT member in their absence) to decide on the best course of action and notify the police.