



# **Meadowhead School Academy Trust**

## **Lockdown Policy**



**This is a policy for Meadowhead School.  
Meadowhead School is a Foundation School and a  
member of the Meadowhead Community Learning Trust**

**Staff Responsible:** Stacey Shaw

**Revised:** August 2023

**Review:** October 2024

## Meadowhead School Lockdown Procedure

All schools should consider the need for robust and tested school lockdown procedures. 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 pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, 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 are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

### Roles and Responsibilities

Plan	
Staff responsibilities	
<b>Headteacher (Assistant Headteacher in absence of Headteacher)</b>	<i>Nominated as the lockdown manager to initiate, manage and conclude the lockdown.</i>
<b>School Business Manager / Operations Manager</b>	<i>To contact Police and Local Authority if necessary.</i>
<b>Headteacher PA / HR Manager</b>	<i>To email all staff to advise of the current lockdown position. To ensure all staff also receive a text message, informing those teachers that are outside of the school grounds to stay away until the all clear message is received.</i>
<b>Network Team</b>	<i>To issue lockdown message via pop up on class charts. To instigate lockdown of all external doors and to view through computer screens that all doors are locked.</i>

<b>ADT Technicians</b>	<i>To ensure all doors locked in Café Ole</i>
<b>Sixth Form Team</b>	<i>To ensure sixth form entrance doors are locked.</i>
<b>FM (Kier) Management</b>	<i>To ensure main front doors to the airlock are locked.</i>
<b>Caretaking Team</b>	<i>To ensure all outer perimeter gates are locked and to visually check that all external entrances are secure. They will also reset the system, once it is safe to do so.</i>
<b>Teachers</b>	<i>To close all windows and classroom doors, securing all students in classroom. Lock classroom door from inside and move students away from windows. If the door does not lock, then please try to barricade, using classroom tables.</i>
<b>Signals</b>	
<b>Lockdown signal(s)</b>	<ul style="list-style-type: none"> <li>• <i>Long intermittent bell</i></li> <li>• <i>Pop up message on all screens</i></li> </ul>
<b>All clear signal</b>	<ul style="list-style-type: none"> <li>• <i>1 long ring of the school bell to signal the end of the lockdown</i></li> </ul>
<b>Evacuation signal</b>	<ul style="list-style-type: none"> <li>• <i>Fire Alarm via a break glass</i></li> </ul>
<b>Lockdown</b>	
<b>Assembly points</b>	<ul style="list-style-type: none"> <li>• <i>Nearest classroom, Main Hall, Sports Hall. Anyone who is not in a classroom at the time of the alarm, i.e. is in the toilets or corridors, then they should quickly make their way to either the main hall or the sports hall or nearest open room.</i></li> <li>• <i>The Admin corridor should attempt to lock themselves in the conference room.</i></li> </ul>
<b>Entrance and exit points</b>	<ul style="list-style-type: none"> <li>• <i>All teachers to close windows and doors</i></li> <li>• <i>ADT technician to close all doors in the Café Ole and seek safety in the sports hall</i></li> <li>• <i>Sixth form staff to lock the sixth form main doors and windows</i></li> <li>• <i>Reception Staff to ensure that the main doors are secured and seek safety on the admin corridor</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Caretakers to ensure that all external gates are locked and to visually check that all external entrances are secure and seek safety via the nearest entrance to the building once all gates are locked.</li> </ul>
<b>Bringing pupils inside</b>	<ul style="list-style-type: none"> <li>• The lockdown alarm will signal that all students must enter the building and to find a safe location to hide. This will be under the supervision of the staff members.</li> <li>• If the alarm sounds during social times Duty Staff must assume responsibility for the students who are outside and muster them to a safe place via the nearest entrance. Students on the back yard should attempt to find a safe space in the main hall. Students on the side yard should make their way to the sports hall.</li> <li>• Students who are outside using the MUGA with PE teachers, should quickly return inside to the main sports hall.</li> <li>• Students who are outside using the ASTRO/FIELD with PE teachers, should quickly return inside to the main hall.</li> <li>• Any students on the bridge, must remain on the bridge.</li> <li>• Any students in Forrest School / Outdoor Classroom should make their way into the main sports hall via the sports corridor entrance.</li> <li>• All Mellors Staff to remain in school canteen. Close canteen shutters.</li> <li>• If exams are taking place, then they should remain in the location of the exam.</li> </ul>
<b>Steps to increase protection from danger</b>	<ul style="list-style-type: none"> <li>• Lock and screen doors</li> <li>• Position children away from sightlines from external doors and windows, for example under a desk</li> <li>• Turn off lights and monitors</li> <li>• Ensure mobiles phones and electronic devices are on silent, or turned off</li> <li>• Barricade doors if required. If you are in a room with no locks, then try to barricade the doors with tables.</li> </ul>
<b>Internal communication</b>	<ul style="list-style-type: none"> <li>• Where possible staff can communicate via their school iPad</li> </ul>

<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>• <i>Where possible a text message will be sent to all parents informing them about the incident, providing reassurance.</i></li> <li>• <i>Parents will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></li> </ul>
<b>Additional notes</b>	<i>Are there any pupils or staff with additional needs who need specific arrangements? If so staff will need to prepare these students well when conducting lockdown drills so that in the event of an actual lockdown they are accustomed to the practice.</i>

### **Context**

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.
- A severe weather event.
- Terrorist attack.

Or any other issue that the Headteacher may consider to be a threat to the academy staff and students.

### **Policy Circulation**

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of the detailed procedures, via student bulletin, assemblies and via drills.

The school will conduct a lockdown drill at least once a year.

Parents will be made aware that school has a lockdown plan, and a copy will be available for parents on request.

### **In devising this policy, we have considered:**

- Access to school bell controls to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc.
- School site plan e.g. the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

### **Lockdown Arrangements:**

There are two types of lockdown; partial and full.

**Partial Lockdown** - This may be as the 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.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building.

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

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. **A Full Lockdown requires immediate action.**

### **Basic principles are as follows:**

Staff will be alerted to the activation of the plan by a recognised signal, audible throughout the school and by an on screen warning.

Caretakers will shut and lock all external academy gates and one person will remain at the Premises office to liaise with any services that have been contacted. Communication must take place via telephone or radio to prevent any member of staff being put at risk.

Students who are outside of the school buildings should be brought inside as quickly as possible and those inside the school should remain in their classrooms.

All external doors and windows are locked and window blinds to protect against broken glass and to prevent intruders looking into rooms. Internal classroom doors should also be locked.

Once in lockdown mode, staff should notify the office immediately (where possible) of any students not accounted for via their school iPad.

Staff should encourage the students to keep calm.

As appropriate, the school will establish communication with the Emergency Services as soon as possible by the most senior person readily available.

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications 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.

Staff should await further instructions.

### **Partial Lockdown**

Alert to staff: 'Partial Lockdown'. This message will be shared via online communication, telephones, email, pop up messages on screens and via radio. **THE AUDIO ALARM WILL NOT BE SOUNDED FOR PARTIAL LOCKDOWN.**

Immediate action:

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked by caretakers.

All situations are different, once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This will 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 will 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.

### **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 stay in existing classroom with staff member and if outside on field head towards Sports Hall.

Students in the Sixth Form common room should move to a classroom or the Sixth Form for safety.

Students in the Mezzanine should hide behind the partition wall.

External doors locked.

Classroom doors locked (where a member of staff with key is present). If there is no way to lock an area use large objects to barricade the doors such as tables or chairs placed under the handle to prevent the door from being opened.

Windows locked, blinds drawn, students sit quietly out of sight (e.g. under desk or around a corner)

Staff and students remain in lock down until it has been lifted by a senior member of staff / emergency services.

At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open (email and/or text via iPad and phones) but not make unnecessary calls to the reception office as this could delay more important communication.

Where staff have access to an internal e-mail system then they could access their account and await further instruction.

Staff may also receive communication via Circle Loop. Laptops and ipads must be turned to low volume to ensure that if they ring, then it does not alert a potential intruder.

If a Lockdown is initiated during any social time it will automatically be a **full lockdown** to uphold safety and order as soon as possible and as safely as possible.

## **Parents**

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter and/or the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

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 required for contacting emergency support providers. • Do not come to the school. They could interfere with emergency support provider's 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 to collect their children, and where this will be from.



- Are aware of what will happen if the lockdown continues beyond school hours

Communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, as a school we may need to reinforce the message 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-staffed, external doors locked and nobody allowed in or out.

### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a 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 decision of the Headteacher regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area