



Lockdown Policy

Hylands School

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Reviewed By	A Parry	
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Principles

Hylands School was built to serve the community in which it is placed. Accordingly, we are a comprehensive, community school with a clearly defined catchment area and cater for pupils of all abilities.

Introduction

We believe that our students should have the best experiences and opportunities that inspire their love of learning, that challenge them both academically and personally so that they can achieve their aspirational goals and become successful members of the local and global community. This is at the forefront of everything we do and it is essential that students behave and conduct themselves in a manner that is conducive to this.

This policy sets out the procedures necessary for a full or partial school lockdown, if the need arises.

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 in the school. Procedures should aim to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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 staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);
- 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;
- The close proximity of a dangerous dog roaming loose.

Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for and instigate an immediate search for any missing.

- Staff are to encourage pupils to keep calm;
- As appropriate, the school should establish communication with the Emergency Services as soon as possible;
- Essex County Council and the school's Health & Safety provider (Delegated Services) will be notified via the 'School Emergency' phone number;
- If necessary, parents will be notified as soon as it is practicable to do so via text message;
- Pupils will not be released to parents during a lockdown;
- If it is necessary to evacuate the building, the school bell will be sounded;
- SLT and the site team will communicate by radio only where necessary. All other members of staff will keep radio silence;
- Staff should await further instructions.



It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will also be aware of the plan. (Regular practices will increase their familiarity). Parents too know that the school has a lockdown plan, and a copy is on the school's website.

Each year, we will:

- a) Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios;
- b) Rehearse lockdown arrangements with all staff and pupils;
- c) Display lockdown drill information in every classroom alongside information relating to fire drills.

Lockdown Arrangements:

1. Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate

action:

- All outside activity to cease immediately, pupils and staff return to building;
- All staff and pupils remain in building and external doors and windows closed;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider or the emergency services. This can then be communicated to staff and pupils.

'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 can 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.

2. 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 pupils return to base classroom or tutor room, if not during lesson time.



- External doors locked. Classroom doors locked (where a member of staff with key is present); windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner);
- Register taken - the office will contact each class in turn for an attendance report;
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff or the emergency services. At any point during the lockdown, an intermittent bell may sound which is a cue to evacuate the building.
- During lockdown staff should ignore a firebell and wait to hear the agreed bell for evacuation.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet;
- Intouch - This to be used to communicate instructions via text message in an emergency.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be 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 will 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 needed for contacting emergency providers;
- Do not come to the school. They could interfere with emergency 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 for them to come and collect their children, and where this will be from;
- School buses will be notified if necessary.

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, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.