

Ormiston Academies Trust

## Lockdown Policy

(to be used in conjunction with the OAT Crisis Management Policy and Plan)

### Policy version control

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## 1. Introduction and context

This policy is intended to ensure that students and staff are safe in situations where there is a threat in the academy grounds or outside the academy that requires students and staff to be locked within buildings for their own safety. This policy must be adapted to the local academy site(s) and it is expected that a 'lock down' drill will be carried out and recorded at least annually. This policy must be used in conjunction with the OAT Crisis Management Policy and Plan.

## 2. Scope

This policy applies to employees, volunteers, parents/carers, students, and people visiting the academy site. It covers the procedures and personnel responsible when the academy is required to go into lockdown.

## 3. Guidelines

### 3.1. Lockdown Guidelines

The Ormiston SWB Academy Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
- A dangerous individual in the locality.
- An intruder on the academy site with the potential to harm students, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the academy.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for emergency services.

Copies of this policy will be disseminated via the Academy Sharepoint.

### 3.2. Testing of the policy

The Vice Principal (Operations and Resources) or another member of academy staff designated by the Principal, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads and Deputy Heads of Year will remind students of the lock-down procedure during (e.g. *first assembly of each term and through form information*).

### 3.3. Communicating with Head Office, the media and external stakeholders

As soon as a lockdown or partial lockdown is declared the Vice Principal (Operations and Resources) should report this directly to their Regional Director (Luke Bowers), the National Director for Academies and to OAT HQ and their communications team through the OAT Executive Emergency Line (0800 368 8804).

Any media interest should be logged and reported in to the OAT central communications team on 0800 368 8387 or emailed to [communications@ormistonacademies.co.uk](mailto:communications@ormistonacademies.co.uk). The communications team will then support you with any media handling, to enable the academy to stay focused on supporting students and staff on the ground. The central team can also support to draft correspondence to parents and local stakeholders as appropriate.

## 4. Lockdown procedure

In the event of an emergency, the Principal or in their absence Vice Principal (Operations and Resources) will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, OAT and the local authority are immediately informed of the situation.

## 5. Partial lockdown

Partial lockdown should be seen as a precautionary measure which puts the academy in a state of readiness should a situation escalate, whilst retaining a degree of normality.

### 5.1. Alert

Alert to all staff: "Partial lockdown"

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

### 5.2. Immediate action

- All outdoor activity to cease immediately with students and staff returning indoors. (NB. There will need to be a means of communicating the alert to duty staff at break times.)
- All students and staff to remain indoors and external doors and windows locked.
- Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform students (if they are old enough to understand).

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 6. Full lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown (for example when an intruder is within the academy grounds).

### 6.1. Alert

Alert to staff: “Full lockdown”

### 6.2. Immediate action

- All students return to base (classroom, form room or other agreed location e.g. sports hall, assembly hall, dining room – in the case of an intruder this may need to be the nearest room).
- External doors locked.
- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn.
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Register taken – the administrative office will contact each class in turn for an attendance report if this is possible.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by *(insert here how this will be communicated throughout the school. It may be necessary to develop a different audible warning system for such eventualities such as a recorded message with a code word which alerts staff members to the development, or a different alarm sound which denotes an incident other than a fire. At the very least if someone is able to sound the Fire Alarm in short bursts so students and staff members understand it isn't a fire to minimise the possibility of anyone running out of the nearest exit which may lead them in to a potentially dangerous area.)*

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

### 6.3. Communication channels

Examples of discreet communication channels might be:

- Where staff have access to an internal email 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 e.g. laptop, smartphone or tablet.
- Where an academy uses “Parentmail” then staff could be placed into a defined user group which could then be used to communicate instructions via text message in an emergency.

## 7. (Academy Name) full lockdown procedure

Lockdown Procedure Management and Control	
Nominated person	Responsibility
Senior Leadership Team member.	Initial contact with the emergency services
Senior Leadership Team member via ParentMail system.	Liaison with parents
<i>All staff</i>	Pupil control

Signals	
Signal for lockdown	Tannoy announcement.
Signal for all-clear	Tannoy announcement.

Lockdown	
Specified assembly room	Nearest assembly/safe room
Entrance points	All internal Academy doors.
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Two-way radios</li> <li>▪ Mobile phones</li> <li>▪ Instant messaging/email</li> </ul>
Notes	

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1	Ensure all students are inside the specified assembly room or closest safe space.	<input type="checkbox"/>		
2	Secure all entrance points to the specified assembly room. <ul style="list-style-type: none"> <li>▪ External doors</li> <li>▪ Fire doors</li> <li>▪ Internal doors</li> <li>▪ All windows</li> <li>▪ Air vents (in the case of fire or air pollution)</li> </ul>	<input type="checkbox"/>		

3	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4	Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safe space.	<input type="checkbox"/>		
5	<p>Ensure that staff members take action to increase protection from further danger:</p> <ul style="list-style-type: none"> <li>▪ Block access points.</li> <li>▪ Sit on the floor, under tables or against the wall.</li> <li>▪ Keep out of sight and draw curtains to avoid detection.</li> <li>▪ Turn off lights.</li> <li>▪ Stay away from windows and doors.</li> <li>▪ Students to turn off all mobile phones and electronic devices.</li> </ul> <p><i>Add any additional actions.</i></p>	<input type="checkbox"/>		
6	Ensure that all students and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access, or the assembly room becomes unsafe.	<input type="checkbox"/>		
7	Ensure that students who are outside the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view.	<input type="checkbox"/>		
8	Check for missing or injured staff members and students if it is safe to do so.	<input type="checkbox"/>		
9	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
10	If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under guidance from the emergency services.	<input type="checkbox"/>		

## 8. 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 academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

## 9. Communication with parents and carers

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

### 9.1. Information to share with parents and carers

Parents and carers should be given enough information about what will happen 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 their child’s safety,
- do not need to contact the academy as calling the academy could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the academy as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the academy to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the academy 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, it may also be prudent to reinforce the message “...the academy is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out...”

For a template letter to parents, guardians and carers regarding bomb hoaxes please see Appendix 1.

## 10. Ormiston SWB Academy lockdown plan

Person(s) with authority to manage the lockdown	
Rod Hughes	Principal
Martyn Palfreyman	Vice Principal (Operations and Resources)
Lee Thompson	Facilities Manager
Circumstances where lockdown will be applied:	
<ul style="list-style-type: none"> <li>▪ A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.</li> <li>▪ A dangerous individual in the locality.</li> <li>▪ An intruder on the academy site with the potential to pose a risk to students, staff and visitors.</li> <li>▪ A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).</li> <li>▪ A major fire in the vicinity of the academy.</li> <li>▪ The close proximity of a dangerous dog roaming loose.</li> <li>▪ Serious accident on-site requiring good access for emergency services.</li> </ul>	

How the administrative office will be contacted if they see or hear something suspicious.
Arrangements for how the lockdown signal will be given.
Guidance on where people go if they are outside or away from the classroom.
Details of how a roll call will be undertaken.
How the plan will be shared, tested and reviewed.
Training requirements for staff and students.
Debriefing arrangements following a lockdown.

## 11. Lockdown situations when away from the academy

The academy will also plan for what would happen if a lockdown situation should arise when a group is away from academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The academy will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

## Appendix I

### Template letter to parents, guardians and carers regarding bomb hoaxes

Dear Parent or Carer

Following recent hoax bomb calls to academies across the UK this letter is to provide an update to students, their parents and carers.

Some of the calls are linked to each other and others are 'copycat' calls. Each call has caused significant disruption to school life, upset to school staff and concern to pupils, their parents and carers.

The police treat calls threatening bomb attacks very seriously and are committed to working with schools and local councils to ensure the safety of all students and to minimise disruption to their learning. They have taken the following action:

- Every bomb threat is assessed. Highly experienced officers review intelligence and work with counter-terrorism experts, who have an in depth knowledge of these incidents, to quickly assess whether a threat is real or not. So far, there is no credible threat posed to student safety and all the calls have been malicious designed to cause fear and disruption.
- Police have begun a major criminal investigation. Making a hoax bomb threat is a serious crime punishable by up to seven years imprisonment. Police forces across the country are working together to find those responsible and a number of arrests have already been made.
- Police and the Department for Education have shared guidance on what to do in the event of a bomb threat with leaders of schools, other education establishments, and authorities. This guidance also signposts to advice on wider security reviews and enhances existing safety and security plans held by schools which are well-rehearsed and designed to manage a range of situations. Public guidance on how you, schools and the council can prepare for emergencies is here: [www.gov.uk/local-planning-emergency-major-incident](http://www.gov.uk/local-planning-emergency-major-incident).

As a parent or carer, we understand your concerns. There is a real threat from terrorism and it is important that we are alert but not alarmed. Schools remain some of the safest and most secure public spaces. Their staff are highly-trained and the wellbeing of students is their top priority.

To help us we ask the following from you:

- If you have specific questions about your school's safety plans or site security, speak to school staff.
- If your school makes a decision to temporarily suspend lessons while safety checks are carried out, do not attend to remove your child unless asked to do so. Do not phone the emergency services to ask for updates on your child as it delays genuine people in need from getting help. Schools will keep you informed and always arrange care for students unable to return home or whose parents/carers are unable to collect them.
- Do not attend and remove your child from a school that has not been affected by an alert as it results in missed learning opportunities.
- Speak to your child about the consequences of making hoax calls. What may appear as a 'joke' now may result in a police record and have long-lasting implications on their future.

If you have any information about those responsible for the security alerts call police on 101 (999 in an emergency) or the independent charity *CrimeStoppers* anonymously on 0800 555 111.