

Bedford High School

A Specialist Business and Enterprise College

Work Hard, Be Respectful, Take Responsibility



Lockdown Policy

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Document control

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Electronic copies of this plan are available from:	FROG VLN
Hard copies of this plan are available from:	School Business Manager

Rationale

As part of our Health and Safety procedures the school has introduced 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 students in the school.

Procedures should aim to minimize any disruption to the learning environment whilst ensuring the safety of all students and staff.

On very rare occasions it may be necessary to seal off the school, so it is not accessible from the outside. This will ensure that students, staff, and visitors are safe in extreme situations where there is a hazard in the school grounds or outside the school, or in the near vicinity / local community.

A lockdown would be implemented when there are potential serious risks to the school community, for example:

- An intruder on the school site (with the potential to pose a serious risk to staff and students).
- A reported incident/civil disturbance in the local community (with the potential to pose A significant risk to the safety of staff and students in the school).
- A warning being received regarding an environmental risk locally (serious pollution, smoke plume, gas cloud etc.).
- A major fire in the immediate vicinity of the school.
- The proximity of a dangerous dog/other animal roaming loose.
- A Major fire in the vicinity of the school

What initial action will be taken?

Dependent on the information available to the member of staff at the time, a 'dynamic' assessment on what course of action to take will be based on their perception of risk.

If the member of staff's perception of the risk is **LOW**.

- They will ensure all external doors and windows where they are, are secured.
- Communicate their concerns with the Head Teacher and/or the Senior Leadership Team
- The Head Teacher together with their Senior Leadership Team will weigh up the risk and will act.
- This may involve placing the school in 'Full Lockdown' and calling the emergency services.

If the member of staff's perception of the risk is **HIGH**

- The member of staff will raise the alarm, communicating their concerns with the Head Teacher and/or the Senior Leadership Team
- The Head Teacher together with their Senior Leadership Team will weigh up the risk and will act, triggering everyone to activate 'Full Lockdown'
- If it is safe to do so, they will ensure all external doors and windows where they are, are secured.

Notification of Lockdown

The most senior member of SLT will determine if a lockdown procedure is to be initiated.

If appropriate, they will advise if the Emergency Services, Chair of Governors and appropriate Local Authority and media persons are to be contacted.

An incident room will be set up in the IT support room and attended by 2 members SLT members who are based in L Block at that time.

Staff will be notified that lockdown procedures are to take place immediately by use of the school's bell system to omit 5 long blasts that can be heard throughout the school.

There will then follow further detail, as far as is practicable and safe to do so, around what the threat posed includes.

All staff should have their mobile phones switched on but in silent mode.

Lockdown

A lockdown signifies an immediate threat to the school.

Utilise the C.L.O.S.E acronym:

C - Close all windows and doors

L - Lock up

O - Out of sight and minimise movement

S - Stay silent and avoid drawing attention

E - Endure. Be aware you may be in lock down for some time

Immediate Action

Full Lockdown An incident has occurred very close to or inside the school building, which has resulted in our staff becoming concerned for the safety of our staff and/or our students.	
SLT	Contact the attendance and the HR/Finance office who will activate the alarm
Signal	Staff will be alerted to the activation of the plan through the lockdown alarm of the school bell (5 long blasts)
Action	On hearing the alarm, each member of staff will calmly and quietly start putting measures in place to ensure all themselves and the students within there vicinity are kept safe and out of harm's way.
Outside – Field/Sports Area	The adult supervising the Students on the field/sports area will carry out a 'dynamic risk assessment' and if they feel it is in the best interest of safety, he/she will decide whether it is safer for them and the Students to return to the building or to get as far away from the building as they can and find somewhere to hide. Safe Haven, Rugby Club opposite the school
Outside –Yards	All outside activities are to cease immediately, Students and staff are required to return to the building if it is safe to do so. If it is not safe , they are to get as far away from the building as they can and find somewhere to hide. Safe Haven, Rugby Club opposite the school
Inside	Once inside the school or in the classroom ✓ External doors and shutters are locked if possible.

	<ul style="list-style-type: none"> ✓ Internal classroom/room doors are locked or barricaded to prevent entry. ✓ Windows are locked, blinds drawn, lights switched off. ✓ Students and staff will hide quietly out of site, and all mobile phones are switched off or placed on silent, and immediate radio silence. ✓ Staff should keep one computer on available for email communication, but the screen should not be visible from outside of the classroom. ✓ Any students on the corridor for any reason are to go to the nearest toilet cubicles immediately ✓ Staff and Students remain in lockdown until it has been lifted. The bell will sound for 10 seconds to signal the lockdown has come to an end.
Communication with internal and external personnel.	<ul style="list-style-type: none"> • The IT support room will become our control room, 2 members of SLT in L-Block to go there immediately to plan the next steps • SLT team will be responsible for calling the emergency services then will continue to liaise with both external and internal personnel, keeping them abreast of what is happening. • IT support will monitor our CCTV in the control room and liaise directly with the Head Teacher/SLT. • Once SLT has spoken to the emergency services he/she will arrange for an alert message to be sent out to all parents and carer's.
Communication between staff and the control room	<p>Register taken/head count completed, any missing Students communicated to the appointed control room via email using staff email address.</p> <p>During the lockdown, staff will keep agreed lines of communication open, via mobile telephones and email where possible, but will not make unnecessary calls to the general office as this could delay more important communication.</p>
	<ul style="list-style-type: none"> • If someone is taken hostage, the school should look to evacuate the rest of the site providing it is safe to do so.
<p style="color: red;">If the fire alarm sounds during the lockdown nobody should evacuate unless they feel threatened by smoke or fire, as this may be set off deliberately by an intruder. In the event of a fire being discovered the emergency services should be informed</p>	
<p>Emergency Services</p> <p>It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.</p> <p>The school site may or may not be cordoned off by Emergency Services that is dependent on the severity of the incident that has triggered the lockdown.</p> <p>When phoning the emergency services, report the following: -</p> <ul style="list-style-type: none"> ✓ Your specific location ✓ The number of people at your specific location ✓ If there are injuries, the number, and types of injuries ✓ If you have seen an assailant or identified a threat: ✓ location and number of suspects ✓ direction of travel ✓ their clothing and description ✓ their identity if known ✓ any weapons or accessories (e.g., backpack) ✓ any unusual or threatening sounds (e.g., gunfire or explosion) 	
<p>Communication with Parents / Carers / Visitors</p> <p>School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents/carers either via letters, emails, class charts and the school website.</p> <p>In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.</p> <p>Parents should be given enough information about what will happen so that they:</p> <ul style="list-style-type: none"> • 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. This 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 to get their children, and where this will be from.
- Parents will be told, '**the school is in a lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...**'
- Students will not be released to parents during a lockdown.

Lockdown Drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. Students should also be aware of the need for a lockdown procedure and so will be briefed at least annually on the process.

Lockdown plan per room or class

All entrance points to the school	If it is safe to do so, all efforts will be made to secure all external doors /gates leading into the school. Doors will not be opened for visitors/contractors or late students during Lockdown.
School Reception/ Attendance Office	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • If it is safe to do so, secure external doors. • Lock office doors and reception vision glass sliding doors. • Close window blinds and if necessary, obscure a person view through the reception desk window. • Office staff to move out of sight of door and/or reception desk window or into the office next door. • Turn off lights.
Classrooms	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • Internal classroom/room doors are locked where possible or barricaded to prevent entry. • Classroom doors to be wedged shut. • Windows are locked, blinds drawn, lights switched off. • Students and staff will hide quietly out of site, • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given
Bistro Building	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • Internal emergency exit doors are locked or barricaded to prevent entry. • Windows are locked, lights switched off. • Students and staff will hide quietly out of site, by Sitting under the windows or under the dining tables. • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given.
Sports Hall	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • Main doors are locked or barricaded to prevent entry. • Students and staff will hide quietly out of site, • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given.
Science Block	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • Internal doors are locked or barricaded to prevent entry. • Windows are locked, lights switched off, blinds closed where possible. • Students and staff will hide quietly out of site, • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given.
Corridors	<ul style="list-style-type: none"> • Students and staff will hide quietly out of site, • Students will go to the nearest secure room/ toilet cubicle. • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given.
Main Kitchen	Staff members will take action to increase protection from further danger. <ul style="list-style-type: none"> • Internal doors are locked or barricaded to prevent entry. • Servery shutters are closed. • Windows are locked, lights switched off, blinds closed where possible. • All gas and electrical shut offs to be closed. • Staff will hide quietly out of site, in the dry storeroom or office. • All mobile phones are switched off or placed on silent. • Immediate radio silence • Staff and Students remain in lockdown until the signal is given.

External Playgrounds & MUGA	<p>Staff members will take action to increase protection from further danger.</p> <ul style="list-style-type: none">• All outside activities are to cease immediately, Students and staff are required to return to the building if it is safe to do so.• Students will locate to the nearest secure room.• If it is not safe, they are to get as far away from the building as they can and find somewhere to hide. Safe Haven, rugby club opposite the school
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