



PRISM Independent School and Youth Project

Lock Down Policy

This policy has been developed in conjunction with the following guidance:

- Developing dynamic lockdown procedures - gov.co.uk
- School Lockdown Procedures - NASUWT

Essential Personnel

- **Incident Controller** - Head Teacher - Katie Corfield
- **Deputy Incident Controller (Club)** - Fire Marshall - Charlotte Newby
- **Deputy Incident Controller (Farm)** - Fire Marshall - Ellie Morris

Rationale

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be 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 minimise 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

This policy will detail -

- How the alarm will be raised in an emergency.
- Other means of internal communications - messenger, two-way radios, mobile phone, internal email, texts etc.

Procedure



Staff are alerted to the activation of the lockdown procedure plan by the following recognised signals:

1. An air horn repeatedly sounding or the use of alarms on internal CCTV.
2. A text message stating - FULL LOCKDOWN or PARTIAL LOCKDOWN

Pupils who are outside of the school buildings are brought inside as quickly as possible. Those inside:

- The Main site - should move quickly and calmly to the Senior Leadership Office on the lower level of building where a register will be taken. If this is not possible, pupils should stay in their own classroom.
- The City farm site - should move quickly and calmly to the classroom corridor in the main building where they will be registered. If this is not possible, pupils should move to the nearest lockable building.

All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).

Once in lockdown mode:

- staff should notify the incident controller immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- If necessary, parents should be notified as soon as it is practicable to do so via text message or telephone call. Pupils 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.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, teaching staff, non-teaching staff and volunteers. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will be made aware of the plan during induction and will take part in at least one lockdown drill per year. A copy of the lockdown plan will be made available to parents and referring schools on request.

As good practice, at various pre planned times of the year, leaders will:



- A. Conduct several tabletop 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

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 the main building.
- All staff and pupils remain in building and external doors and windows locked - free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from 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.

Full Lockdown (Alert to staff: 'FULL LOCKDOWN')

This signifies an immediate threat to the school. This may or not be an escalation of a partial lockdown.

Immediate action:

- All pupils return/proceed to the lock down point:



- o Club - Senior Leaders Office
- o Farm - Main Building corridor
- External doors locked, gates fastened and steel bars put into place.
- Classroom doors locked (where a member of staff with key is present)
- Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk, along the walls)
- Register taken - the incident control team will contact each class in turn for an attendance report
- Staff and pupils remain in lock down until it has been lifted by the incident controller in conjunction with the 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 (mobile phone's) but not make unnecessary calls to the incident control team as this could delay more important communication.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Leaders acknowledge 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 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.

Emergency Services

- The incident controller will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.
- Emergency Services will support the decision of the incident controller regarding the timing of communication to parents.
- In the event of a prolonged lockdown or more severe scenario, the Emergency Services and Local Authority may provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.