

# MONKSEATON HIGH SCHOOL

## LOCKDOWN POLICY

### Status:

<b>Statutory policy or document</b>	No
<b>Review frequency</b>	Annually
<b>Approval by</b>	Governing Body
<b>Approval date</b>	

### Publication:

<b>Statutory requirement to publish on school website</b>	No
<b>Agreed to publish on school website</b>	No

### Review:

<b>Frequency</b>	<b>Next Review Due</b>
Annually	N/A

### Version Control:

<b>Author</b>	<b>Creation / Revision date</b>	<b>Version</b>	<b>Status</b>
Business Manager (MAD)		1.0	Final approved version for publication.
Headteacher (DK)		1.1	Updated to reflect current practice and appendix D added

## **1. Aims**

The aims of this lockdown policy are to:

- Ensure that students, staff and visitors are kept safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

## **2. Legislation and guidance**

This policy is based on North Tyneside Council, school lockdown procedures guidance (2017).

## **3. Introduction**

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

### **3.1 When would we utilise a lockdown procedure?**

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 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.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The proximity of a dangerous dog roaming loose.

## **4. Lockdown arrangements**

### **4.1 Partial Lockdown**

**Alert to staff:** 'PARTIAL LOCKDOWN' – message on all staff computers via NetSupport Notify along with further instructions on Teams.

In 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; however, teaching and work can continue as usual. This may be because 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 because of a warning being received regarding the risk of air pollution etc.

### **Immediate action**

- All outside activity to cease immediately, students and staff return to the building.
  - Senior staff will relay the partial lockdown message to those staff and students who are outside.
- All staff and students remain in the building, windows will be closed and locked where possible, external doors will be closed and locked.
  - Site Manager / Assistant Caretaker on duty will lock external doors.
  - All staff instructed to close and where possible lock windows.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems will be closed or turned off where possible.
  - Site Manager / Assistant Caretaker on duty will shut down air conditioning and heating systems.
  - All staff will be instructed to use anything to hand to seal up all the cracks around doors and any vents into the room –aiming to minimise possible ingress of pollutants.
- Staff to await further instructions.

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.

A 'partial lockdown' may also be a precautionary measure, putting the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **4.2 Full Lockdown**

**Alert to staff:** 'FULL LOCKDOWN' - message on all staff computers via NetSupport Notify along with further instructions.

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

## **Immediate action**

- All students/staff stay in their classroom or move to the nearest classroom.
- Office staff remain in their office.
- External doors locked.
  - Site Manager / Assistant Caretaker on duty will lock external doors.
- All staff instructed to close and where possible lock doors / barricade doors with tables.
- Wherever possible windows will be closed and locked, blinds drawn, internal door windows covered if feasible (so an intruder cannot see in).
- Students/staff sit quietly, out of sight and where possible in a location that would protect them from gunfire. This is under the desks in normal classrooms. Individuals with mobility problems should be seated out of view from the windows.
- Mobile phones turned to silent mode.
- A roll call of staff and students and visitors will be taken via a register, shared on Teams.
- Students:
  - Teaching staff will mark the 'ACCOUNTED FOR' box in the spreadsheet for:
    - all students who are in the classroom.
    - all students who are known to be absent from school.
  - Teaching staff will leave the box empty for:
    - all students who were marked as present on the register but are not currently in the classroom (e.g. those who left to go to the toilet, used a time-out card, been removed due to a behaviour incident).
  - Teaching staff who move into a nearby classroom (e.g. those in ILAs, sports hall etc.) will mark only those students who were absent or who are in the same room as them as accounted for; all other students in their class will be marked as unaccounted for.
  - Where a student enters a classroom that is not their usual teaching room (e.g. those who have been in opening learning areas), the teacher in that room should mark them as accounted for.
  - A member of SLT will check the shared register. Where it is safe to do so, a sweep of the building will be undertaken to locate unaccounted for students.

- Staff / Visitors
  - One member of staff in each classroom / office will fill in the register as shared on Teams with a list of all adults in that room.
  - A member of SLT will check responses. A list of unaccounted for staff and visitors can be easily seen. Where it is safe to do so a sweep of the building will be undertaken to locate those who are unaccounted for.
- Lights, and smart boards turned off.
- Staff await further instructions.

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. At this point the normal evacuation procedures will be implemented.

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.

Information will be communicated via Teams / internal email. Senior staff will communicate via radio / mobile phone.

## **5. Lockdown Plan**

The Headteacher is nominated as lockdown manager (plus deputies in their absence) to initiate, manage and conclude the lockdown. They will also communicate with Emergency Services.

SLT responsibilities during a partial and Full Lockdown will be directed by the Headteacher.

On a Friday, in the absence of RO, SG will lead the 6th Form protocols apart from Period 3. DCW will lead during this time.

In the absence of the Headteacher, the Deputy Headteacher will assume the lead person role.

### **5.1 Raising the Alarm**

#### **PARTIAL LOCKDOWN**

In most circumstances where a partial lockdown would be required, staff / students can make their concern known through normal communication channels i.e. in person to SLT or via the nearest radio / phone to SLT.

Where this is not possible staff should send an urgent Teams chat to the SLT group detailing their concerns, including the exact location.

The Headteacher in consultation with relevant staff will decide whether to instigate the partial lockdown protocol and what information needs to be relayed to staff and students.

## **FULL LOCKDOWN**

Where there is an immediate threat / danger to safety staff can raise the alarm by sending an urgent Teams chat to the SLT group detailing their concerns, including the exact location.

SLT and site staff will communicate via radio / mobile phone and immediately investigate the alarm. The Headteacher will decide whether to instigate full / partial lockdown and where necessary alert the Emergency Services.

### **5.2 Full Lockdown Procedures**

- Staff will be alerted to the activation of the lockdown plan by a full screen message post across all staff computers and an important Teams message. Those staff with radios will also be informed via radio message.
- A member of SLT will relay the lock down alert to staff / students who are outside the school buildings.
- Students/staff who are outside of the school buildings will be brought inside to the nearest ground floor classrooms as quickly as possible.
- Those inside the school will remain in their classrooms or proceed directly to the nearest classroom. Staff whose classrooms are nearest to non-classroom learning areas i.e. ILAs, sports hall, upper gym, lower gym, fitness suite, should relay the lockdown alert to those areas.
- Staff will be directed to fill in the register with their location. IT / senior staff will monitor which classrooms have responded to the lockdown alert and relay this information to SLT. Where possible SLT will go to those classrooms which have not responded to relay the lockdown alert.
- Site staff will lock all external doors.
- All staff will close and where possible lock office / classroom doors and windows.
- All staff will close blinds/curtains and cover windows on internal doors covered where feasible.
- Visitors will move to the nearest classroom / office.
- SLT will sweep each floor, including toilets / changing rooms, directing students /staff / visitors to the nearest classroom.
- A roll call of staff and students and visitors will be taken as detailed in section 4.
- Staff will encourage the students to keep calm.

- As appropriate, the Headteacher will 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 the school's established communication system – text message via Parentpay.
- Students must not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will sound.
- A full screen message and important Teams post will signal the official lockdown termination along with instructions of what action to take.
- Specific arrangements should be made for students/staff with different needs (i.e. hearing/visual impairment or mobility needs). These will be detailed on Personal Evacuation Plans and will be reviewed regularly.
- An overview sheet outlining the school's procedures will be displayed in the staffroom and other places throughout the school as appropriate.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff can act quickly and effectively. Staff should have clear roles and responsibilities, and 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. Depending on their age, students should also be aware of the plan. (Regular practices will increase their familiarity).

A lockdown walk through will be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of arrangements.

### **5.3 Evacuation**

If the school is in lockdown and the fire alarm sounds, staff should contact the Emergency Services as in a normal fire alarm activation.

- The Site Manager / Assistant Caretaker will go to the fire alarm panel to establish what zone has been activated.
- Once the zone has been identified, the alarm will be silenced and another person sent to the area to investigate. They will need to approach with caution as there may be a fire, or an intruder may have activated the alarm. If a fire is discovered this information will be communicated back to the person at the fire alarm panel, who will re-sound the alarm, update the Emergency Services and evacuate the school.

## **6. Communication between Parents and the School**

Arrangements for communicating with parents in the event of a lockdown will be routinely shared either via newsletter or 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 / carers 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 their safety.
  - Do not need to contact the school. Calling the school could tie up telephone lines that will be 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.

Should parents / carers present at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

## **7. 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 with 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.

## **8. Monitor & Review**

To ensure the lockdown procedure is effective it must be continuously monitored and reviewed on a regular basis or where necessary.

Much like a fire evacuation, the lockdown procedure can be monitored though organised drills. If the lockdown drill highlights issues within the procedure, it should be immediately reviewed. Likewise, if roles/responsibilities or the layout of the building changes it may need further review.



## **9. Equalities Impact**

An equality impact assessment has been completed and is included in Appendix C

### **How to send an urgent Teams message**

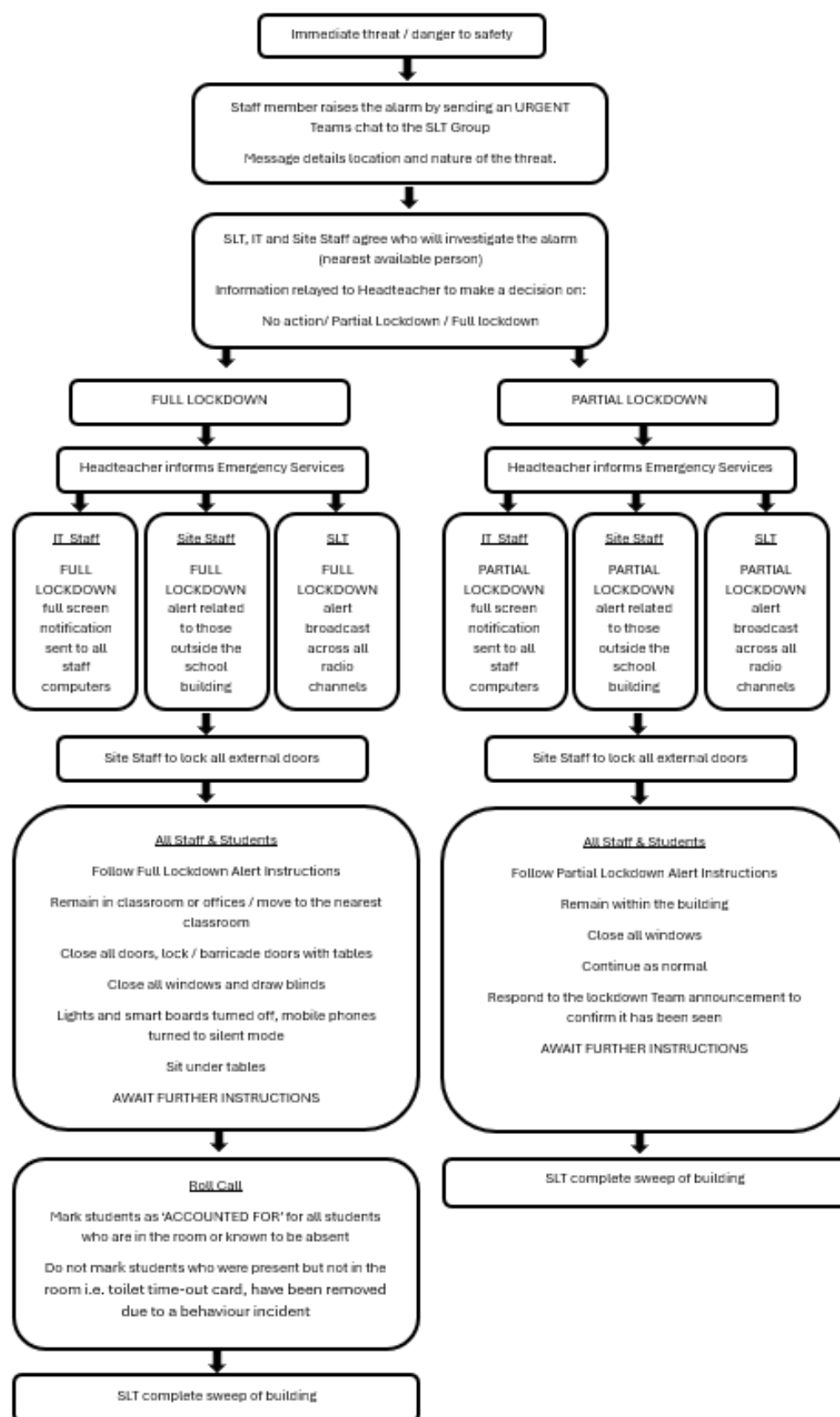
To send an urgent Teams message to SLT. Click the new chat icon and type SLT in the "To" box. Select the option with "**SLT** (MHS Staff Room)" and a purple tag icon.

Then click the '+' icon and then the exclamation point icon to Set Delivery options and select "Urgent". This will notify the SLT group every 2 minutes for 20 minutes.

### **(SLT Only) How to push a lockdown notification to all staff computers**

1. Open NetSupport Notify Console.
2. In the pinned menu on the right, right click either "Full Lockdown" or "Partial Lockdown" and select reuse.
3. Change the timer to '999'
4. Then select click Send now and check the upper-most box "NetSupport Notify" from the menu.
5. Click send at the top

## Appendix A. Lockdown overview



## **Appendix B. Lockdown example onscreen messages**

### **PARTIAL LOCKDOWN**

Stay Calm!

Remain inside the building.

Close all windows

### **FULL LOCKDOWN**

Stay Calm!

Remain in or move to the nearest classroom.

Office staff remain in your office.

Close all windows.

Close and barricade doors.

Sit under desks.

Turn off lights and smart boards.

Turn mobile phones to silent mode.

Fill in the lockdown register with staff and students

Await further instructions.

## Appendix C. Equality Impact Assessment

<b>1. Name of the change, strategy, project or policy:</b>		Lockdown Policy	
<b>2. Name of person(s) completing this form:</b>		Deon Krishnan	
<b>3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes</b>			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
<b>4. Equality Target Group (highlight):</b>	<b>Negative impact – it could disadvantage</b>	<b>Reason</b>	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.	This policy has no negative or positive impact on any persons based on the protected characteristics. And is designed to protect life and limb.	
<b>5.</b>	<b>Yes</b>	<b>No</b>	
<b>Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.</b>			
<b>Is the impact intended?</b>			
<b>Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme &amp; action plan)</b>		Yes, No, or N/A	If yes, please provide details
<b>Eliminate unlawful discrimination, harassment and victimisation</b>			
<b>Advance equality of opportunity between different equality groups</b>			
<b>Foster good relations between different equality groups</b>			
<b>7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?</b>			
<b>8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?</b>			
<b>9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?</b>			
<b>10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.</b>			
<b>10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?</b>			
A) No changes required.			
<b>11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.</b>	<b>Yes</b>		
Annual review and report to governing body.			

## **Appendix D. CLOSED System**

Once students are in a classroom, we will follow the **CLOSED** system

**C** = Close all windows and doors

**L** = Lock up and lights out

**O** = Out of sight and minimise movement

**S** = Stay silent and avoid drawing any attention

**E** = Ensure you listen to the teacher

**D** = Do not move until you receive notification.