



Lockdown Policy

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1. Introduction

This policy establishes clear procedures for initiating and managing lockdowns in response to internal or external threats to ensure the safety and security of all school occupants at Edison Pace School.

This policy applies to:

- All students, staff, volunteers, and visitors on school premises.

2. Definitions

- Lockdown: A security procedure used when there is an immediate threat to those inside the building or on campus.
- Full Lockdown: Initiated when the threat is inside the school; everyone must remain silent and out of sight.
- Modified Lockdown: Initiated when a threat exists outside or near the school; normal activity is restricted to indoor spaces.
- All Clear: The announcement that the threat has passed and normal operations may resume.

3. Informing Guidance.

This Policy document is underpinned by:

- 'School and College Security' (DfE: 2019)
[School and college security - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-and-college-security)
- 'Site Security Guidance' (DfE: 2019)
[Site security guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/site-security-guidance)

4. Security Lockdown scenarios.

The overriding objective when activating the school lockdown procedures is to minimise the risk of possible injury or harm to pupils, staff and any visitors. The circumstances which require the activating and undertaking of such measures are likely to be rare and characterised by initial risk information that maybe incomplete or found to be subsequently inaccurate. Typical situations may include:

- Communication from the Police requesting a school lockdown in response to a community incident with a possible physical threat to pupils and staff.
- Information from the Police or other sources to indicate that a known (or unknown) third party is likely to attend the school with intent to cause possible harm to an individual(s) located within the setting.

- Information indicating a possible environmental issue, e.g. the presence of toxic substances or dangerous chemicals within the immediate atmosphere.
- A warning being received regarding a risk occurring locally, such as air pollution (smoke plume, gas cloud, etc)
- A major fire in the vicinity of the site
- A severe weather event
- The proximity of a dangerous dog roaming loose
- Terrorist attack

In all circumstances, the school will always act in the best interests of pupils, staff and visitors. This decision to lockdown the school will be directly informed by the available information that is available at the time of initiating the process.

5. Staff Responsibilities

Staff Member	Responsibilities
Headteacher/Head of School	• Initiate, manage and conclude the lockdown. • During lockdown, remain in the Premises Manager's office, view CCTV and communicate updates to staff if necessary. • Contact emergency services if necessary. • Review lockdown procedures. • Updating/training staff and students on lockdown procedures.
School Business Support Manager/Administrative Assistant	• Ensure visitors are accounted for and escorted to safety. • To support in communicating the lockdown message to staff who are outside the building. • To communicate the message to staff facilitating offsite learning not to return to site until they receive the 'code green' signal.
Premises Manager	• To ensure all perimeter gates are secure and all access points to the building are secure. • To return to office, close windows, lock the door, pull down all blinds and monitor the situation via CCTV
SLT/Teaching/Support Staff	• Ensure all staff and students are accounted for. • Escort students to a place of safety. • Close all windows, lock doors, pull blinds down, switch off lights, ensure noise is kept to a minimum, be vigilant regarding incoming messages/communication, keep students away from windows/doors, hide beneath tables and barricade doors if necessary

6. Raising the alarm

On discovering a threat to the safety of students, staff and visitors, staff must inform the Headteacher or Head of School immediately. Communication can be in person, via radio or telephone. It is the responsibility of the Headteacher or Head of School to decide on the type of response required.

7. The Lockdown trigger alarm.

Code to initiate lockdown	Code to end lockdown
If lockdown/invacuation is required, the alarm will be raised by pressing the lockdown call point behind main reception. This will cause the ceiling lights to flash throughout the building. The message 'code orange' will be repeated three times on the radio. If lockdown/invacuation is required during break/lunchtime this will be communicated via the radio system and word of mouth.	The Head, in consultation with other relevant partners/agencies will decide when the circumstances allow for the ending of the lockdown plan. This will be communicated within a radio message (or verbally where possible) to all staff with the message 'code green'. This message should be repeated three times.

8. The Lockdown Plan and Arrangements.

Bringing pupils inside / Initial steps.	If pupils are located in outside play areas when the alarm is activated, then teaching staff should ensure that pupils for who they are directly responsible are moved indoors without delay and taken to their classroom. Where for whatever reason this is not possible, an alternative appropriately safe internal location within the building should be utilised. Staff should ensure that external doors are closed and secured only when reassured that no other individual remains outside of the building. Ultimately, it is the objective for all pupils and staff to be safely located within the building immediately. Teaching staff should take direct responsibility for those pupils with their own class for the duration of the lockdown. The Premises Manager (or HoS in PM's absence) will take ultimate responsibility for checking that all external access doors are closed and secured. Once in rooms and all students, staff and visitors have been accounted for, windows and doors to be locked and window/door blinds closed. Students to keep out of sight - stay away from doors and windows. Staff to encourage students to keep noise to a minimum. Lights, screens and monitors to be switched off. Mobile and classroom telephones to be placed on silent – staff to monitor phones in case communication is required via this method. Door to be barricaded with tables/chairs if deemed necessary.
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	Kitchen staff to ensure roller shutter is closed and kitchen door is locked. Head of School to dial 999 if the threat is severe.
Internal Communication	The Head will maintain radio or direct verbal communication with all staff throughout the lockdown. Staff should seek to limit outgoing radio messages wherever possible to ensure the Head can communicate effectively and in a timely manner with updates and other information.
External Communication	The Head will establish a direct communication link with the Police or other significant agencies who will be in possession of relevant information pertaining to the degree of threat and risk. The Assistant Head / School Business Manager will take responsibility for any necessary communication with parents/ carers/professionals including any expected visitors, e.g. taxis and contractors.
Pupil's wellbeing and welfare	It is likely that many students will be distressed by the enforced containment and staff will need to manage emerging behaviours and needs as best as they can for the duration of the lockdown. The ability to access toilets, food and drink will be determined by the on-going assessment of risk. Staff should not leave their classrooms with or without children UNLESS this is with the prior agreement of the Head of School. The maintaining of lockdown conditions will reflect a continuing degree of external risk of injury /harm which will significantly outweigh the short-term level of discomfort brought about by these arrangements. Staff should never assume that because nothing has happened then it has been a false alarm. The risk will not have safely reduced until 'code green' for the end of lockdown is clearly communicated.
Ending lockdown.	The Head, in consultation with other relevant partners/agencies will decide when the circumstances allow for the ending of the lockdown plan. This will be communicated within a radio message (or verbally where possible) to all staff with the message 'code green'. This message should be repeated three times.
Immediately after the end of lockdown.	The Designated Safeguarding Lead / Business Manager should review the need to bring about update communication with parents, staff who remained off site, and other stakeholders to bring about a return to normal movement and activity.
Reviewing a lockdown incident	Within 3 days of a lockdown event, the Head of School should bring about a review of the incident to consider any lessons learned and/or changes to the procedure as are deemed necessary.
Lockdown drills	Prevailing DfE guidance recommends a practice lockdown 'drill' is undertaken at the beginning of each term. It is recognised that for pupils with additional needs such an experience will bring about considerable distress. It is therefore appropriate to balance the likely distress with the need for effective arrangements that may never be required.

9. Variations to the Plan

If the Headteacher or Head of School are not on site, a member of SLT will be responsible for raising the alarm. This will be discussed/arranged during the morning staff briefing.

If staff/students from the primary school are on site, they will remain on site and follow the lockdown procedure.

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