

Woodlands Academy **Lockdown Procedures**

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A dynamic lockdown is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

It is good practice to consider test the robustness of lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

In developing a viable and robust lockdown procedure for Woodlands Academy we have minimum requirements with regard to the building and its security. These include:

- Ensuring there is a 6ft perimeter fence around the entire site making it difficult to access the playground when it is locked
- Using electronically secured doors at the main entrance to control access to the building
- Using a signing board and book for all staff and visitors
- Ensuring all staff understand the difference between fire processes not lock-down procedures.
- Ensuring all classroom doors can be locked quickly and efficiently from inside.

Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to protect themselves and other members of the school community. Through the above mentioned measures, every effort has been made to make the school safe.

The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s/situation on the school site with the potential to pose a serious risk to staff and pupils. In order to initiate the lockdown procedure all staff receive an induction and are aware of the signal which will initiate the procedure.

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In devising Lock-down systems, it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have. Staff will be alerted to the activation of the lock-down procedure through the radio system in school. On hearing the alert, they should either attempt evacuation or lock-down their classrooms depending on their location.

Evacuation:

- If in the playground, staff should evacuate pupils immediately using the fire procedures for their form group - the teacher will then take the register as soon as safely possible.
- If in PE Hall, staff will evacuate via the quickest route to the classroom of the pupils

Procedures once the children are in the correct location

- Lock doors
- Secure the windows
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail or group text
- Once in lockdown mode, if possible, staff should notify the office immediately of any pupils not accounted for via mobile phone/email
- Staff should encourage the pupils to keep calm
- The school office will immediately alert and then maintain communication with the Emergency Services
- Where possible, the office will inform staff (via text/email) of Emergency Service response and advice
- The only signal for all clear will be verbally via our radio system from the senior leadership team on site or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

Other emergency procedures:

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.). The use of the Lock-down alert and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows:
 - All outside activity should cease immediately, pupils and staff should return to the building.
 - All staff and pupils remain in the building with external doors and windows locked closed.
 - Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

Once all staff and pupils are safely inside and the school secured, senior leaders will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Notifying Parents/Carers

School lockdown procedures will be shared with parents via the school website. In the event of a full lockdown or other emergency procedure school leaders will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates once the situation has been explained.

Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. Planned practices will be held for staff to ensure they can respond appropriately to the lock down alert and demonstrate correct procedures.

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