

Lockdown Policy

Author	Alwyn Lloyd
Issue Date	24 th January 2019
Equality Impact Assessment	Y
Linguistic Impact Assessment	Y
Status	Live
Approved by	Governing Body
Approval date	31 st January 2019
Review date	18 th January 2021
Commencement date	13 th February 2019

Table of Contents

<i>Rationale for a Lockdown Procedure</i>	3
<i>The Basic Principles of a Lockdown</i>	3
<i>Lockdown Arrangements</i>	4.
<i>Lockdown Communications</i>	5
<i>Appendix</i>	6

i. Rationale for a Lockdown Procedure

The college's lockdown procedures are a response to any external or internal incident, which has the potential to pose a threat to the safety of staff and students in the college. The procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. They 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 college)
- An intruder on the college site who poses a risk to staff and students.
- A credible threat made against the college.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the college

ii. The Basic Principles of a Lockdown

The basic principles are to be followed in the case of 'Lockdown':

- Staff and students are alerted to the activation of a lockdown by the sounding of the college bell. **This is not the fire alarm.** (see later).
- Staff are to be communicated by text message & internal email that the college is in lockdown.
- Students who are outside of the college buildings are brought inside as quickly as possible
- Those inside the college should remain in their classrooms.
- Where possible windows are locked and where possible internal classroom doors should be locked.
- In communal / social areas of the college, staff ensure students are prevented from leaving the area.
- Staff should encourage the students to keep calm
- As appropriate, the college 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 the college's established communications system.
- Students will not be released during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions via the discreet communications system. These include the internal e-mail system and via text message.

It is of vital importance that the college's lockdown procedures are familiar to members of the senior management team, professional services staff and teaching staff. This process will be communicated and practised through staff development and drills. Lockdown procedures should be communicated to students in the college's pastoral induction programme. Parents should know that the college has a lockdown plan, and a copy should be placed on the college's website in both Welsh and English.

iii. Lockdown Arrangements

1 Partial Lockdown

Alert to staff: 'Partial lockdown'

'Partial lockdown' is a precautionary measure but puts the college in a state of readiness (whilst retaining a degree of normality) should the situation escalate. This may be because of a reported incident in the local community with the potential to pose a risk to staff and students in the college. It may also be because of a warning being received regarding the risk of air pollution, etc.

A partial lockdown is indicated by 5 rings to the college bell by the Principal or Vice Principal. Staff are to be communicated by text message & email that the college is in partial lockdown.

Immediate action:

- All outside activity to cease immediately, students and staff return to building. PE students go to Sports Hall. Students on break to go to the classroom of their next lesson.
- All staff and students to remain in the buildings, with doors and windows locked.
- Free movement may be permitted within, but not between buildings dependent upon circumstances.
- Students in communal areas such as the canteen and main hall will be taken to the canteen and supervised by a member of the senior leadership team.

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. This can then be communicated to staff and students.

2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the college and may be an escalation of a partial lockdown – indicated by 10 rings of the college bell by the Principal or Vice Principal. Staff are to be communicated by text message & email that the college is in lockdown.

Immediate action:

- All outside activity to cease immediately, students and staff return to building. PE students go to Sports Hall. Students on break to go to the classroom of their next lesson.
- All staff and students to remain in the buildings, with doors and windows locked where possible.

- Students in communal areas such as the canteen and main hall will be taken to the canteen and supervised by a member of the senior leadership team.

Staff and students remain in lock down until it has been lifted the Principal or Vice Principal / 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 lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

iv. Lockdown Communications

Communication between parents and the college

The college's lockdown procedures, especially arrangements for communicating with parent will be shared with parents by the college website. In the event of an actual lockdown, the incident or development must 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 should be given enough information about what will happen so that they:

- Are reassured that the college understands their concern for learners' welfare, and that it is doing everything possible to ensure their safety
- Do not need to contact the college. Calling the college could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the college. They could interfere with emergency provider's access to the college and may even put themselves and others in danger.
- Wait for the end of the lockdown

When in full lockdown the college will communicate via twitter of the lockdown situation. During this period the switchboard will be un-manned, external doors locked and nobody allowed in or out.

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 develops. The college 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 Principal with regarding the timing of communication to parents.

Appendix

The information used to create this procedure was taken from the government website, <https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

It is also supported from the guidance provided by the National Police Chiefs Council (NPCC).