



Archbishop Beck Catholic College

Lockdown Procedures

Lockdown procedures are 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 college. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students 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 students in the college)
- An intruder on the college 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)
- A major fire in the vicinity of the college
- The close proximity of a dangerous dog roaming loose

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

- Staff to be alerted to the activation of the plan by a tannoy announcement.
- Students who are outside of the college buildings are brought inside as quickly as possible
- Those inside the college should remain in their classrooms
- 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 office immediately of any students not accounted for. This may not be possible in full lockdown.
- Staff should encourage the students to keep calm
- As appropriate, the college should establish communication with the Emergency Services as soon as possible
- The LA should be notified
- 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 to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions
- Supply teachers will be given the lockdown information along with code of conduct when signing in

It is of vital importance that the college's lockdown procedures are familiar to members of the senior management team, college administrators, teaching staff and non-teaching staff. To achieve this, a lockdown check should be undertaken at least once a year. Parents too should know that the college has a lockdown plan, and a copy will be placed on the college's website.

- College visitors must remain with the member of staff they are visiting
- Contractors / workmen must report to the site office

Lockdown Arrangements

1 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 students in the college. 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, students and staff return to building. PE students go to Sports Hall.
- All staff and students 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 students are safely inside, senior staff will conduct an ongoing risk assessment based on advice from the Emergency Services. This will then be communicated to staff and students. '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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

During the partial lockdown, staff will keep lines of communication open but not make unnecessary calls to the central office as this could delay more important communication. Use the internal e-mail system, and await further instruction.

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 a tannoy announcement (further details later).

Immediate action:

- All students must stay in classroom (classroom being taught in). PE students to go to Sports Hall
- External doors locked. Classroom doors locked. Windows locked, blinds drawn, students sit quietly out of sight (eg under desk or around a corner away from doors)

Staff and students remain in lock down until it has been lifted by a senior member of staff / emergency services.

Communication between parents and the college

College lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the college website. In the event of an actual lockdown, the 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 will be given enough information about what will happen so that they:

- Are reassured that the college 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 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 college to contact them about when it is safe for you to come get your children, and where this will be from.

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 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 Headteacher with regarding the timing of communication to parents.