

# Lockdown Procedures Policy



## Proverbs 18:15

**An intelligent heart acquires knowledge and the ear of the wise seeks knowledge.**

**The Governors are committed to supporting the school in its endeavours and to ensuring that this policy is achieved in the light of its vision,**

Derby Cathedral School is a community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core. Underpinning and permeating our community are fundamental Christian values, of which we are proud. In line with the teachings of the Church of England we ask;  
“for individuals to be the best they can be”.

We ask that all stakeholders of Derby Cathedral School uphold this philosophy through  
their ACTIONS,  
their ASPIRATIONS,  
and their ACHIEVEMENTS.

Through our curriculum, our enrichment opportunities, our pastoral House programme, our guidance and our role modelling, we aim to enable all members of our community to fulfill and exceed their potential.

Policy Status	Date	Chair of Governors	Review Date
Approved by LGB	17/10/2019		Autumn Term 20

## 1. PURPOSE OF THE LOCKDOWN PROCEDURES

- 1.1. 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 pupils in the academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 1.2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical situations might be:
  - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the academy)
  - An intruder on the academy site (with the potential to pose a risk to staff and pupils)
  - A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)
  - A major fire in the vicinity of the academy
  - The close proximity of a dangerous animal roaming loose

## 2. PROCEDURES AT THE ACADEMY

- 2.1. Derby Cathedral School has robust access control into the building, when the doors are closed they cannot be accessed from the outside unless using a door control fob. It is essential that staff ensure access doors are closed behind them when moving through school.
- 2.2. The academy's most vulnerable point is the front, main entrance to school. Staff **must** ensure that ALL access control doors are locked at all times. The only exception to this is the door to the ground floor corridor which provides access for visitors to the disabled toilet between 8am and 5pm. During this time, a second secure door prevents any access into the main building at the end of the corridor. It is still highly unlikely that a LOCKDOWN situation will occur but we must have a simple process in place just in case.
- 2.3. **Any member of staff is empowered to initiate a LOCKDOWN should they consider it necessary without delay.** The Head teacher, Business Manager or other member of SLT should be informed as soon as possible of the instruction but where staff have serious concerns for the safety of those on the academy site any member of staff is empowered to initiate a LOCKDOWN.

## 3. SIGNAL FOR LOCKDOWN

There may be local reported incidents in the community, for example local disturbance or air pollution etc. or a lone intruder on site not displaying any particular signs of aggression and no visible weapon.

The school will always initiate a full lockdown. This can then be scaled back as needed, as quickly as possible, to maintain a degree of normality, and to eliminate the need for pupils to become anxious or concerned.

The signal for LOCKDOWN will be communicated via a continuous blowing of whistles. Any member of staff can initiate the Lockdown procedure. Admin staff will ensure all areas of the school are aware of the signal of a continuous whistle. Staff will be regularly reminded of the signal and procedures during Staff Meetings, Staff emails or via staff briefings.

Initial lockdown arrangements:

- All pupils, teaching and support staff to return to classrooms (if safe to do so). If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that dynamic assessment;
- All pupils should be accounted for through taking a register;
- All staff are responsible for locking external doors and shutting/locking windows;

Note: Most external doors cannot be accessed from outside once shut, locking is an additional security measure.

- SLT to meet at Heads office.

**If someone has been taken hostage on the premises, the school will call 999 and the site should be fully evacuated if it is safe to do so. Police guidance should be followed.**

#### **4. FULL LOCKDOWN**

This may be as a result of an immediate threat to the academy or as a precautionary measure, which can then be scaled down.

Alert to staff – **FULL LOCKDOWN**

- All pupils teaching and support staff return to classrooms.
- External doors and windows shut and locked.
- Classroom doors locked / blocked as best possible.
- Headcount/register taken.
- Blinds closed where in place.
- Pupils and staff sit out of sight either against walls or behind desks.
- All stay in these positions until given the all clear.

#### **5. IMMEDIATE SITE EVACUATION**

5.1. If it is considered that the best option for the safety of staff and pupils is to evacuate the site at any point either in response to an incident or during a LOCKDOWN, for instance if there are intruders on site causing harm, **the fire alarm will be activated.**

5.2. At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance they will coordinate the exit. If the emergency services are not on site the class teachers and teaching assistants must make sensible decisions about where to take pupils once

off site if the normal assembly point is not safe. In the absence of alternative advice, normal fire evacuation procedures should be followed.

5.3. **On hearing the EVAC signal all staff must immediately get pupils out of the building and away from site in the safest possible way making dynamic decisions as they go.**

## 6. COMMUNICATION TO STAFF

6.1. On hearing the signal, **LOCKDOWN**, staff must repeat the instruction whilst undertaking the relevant procedures until all staff have been made aware of the situation.

6.2. Staff should regularly be reminded of the LOCKDOWN procedures

## 7. COMMUNICATION TO PARENTS

7.1. Academy lockdown procedures are not required to be fully shared with parents/carers. Parents/carers needs only know that the school have arrangements in place for such incidents.

7.2. In the event that LOCKDOWN procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Headteacher, designated deputy or on the advice of the emergency services. Where possible regular communication of accurate information should be communicated to alleviate undue anxiety.

7.3. Parents should be given enough information about the academy procedures so that they:

- Are reassured that the academy 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 academy. Calling the academy could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the academy. They could interfere with emergency provider's access to the academy and may even put themselves and others in danger
- Wait for the academy to contact them about when it is safe for you to come get your children, and where this will be from

7.4. The communication with parents needs to reassure parents that the academy understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

7.5. However, it may also be prudent to reinforce the message that if the academy is in a full lockdown situation the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Parents may not be able to contact the academy in these circumstances.

7.6. If an evacuation is required parents must be made aware of the arrangements for picking up their children and the need to **not** remove pupils from site until informed by staff that it is safe to do so.

## 8. BOMB THREATS

- 8.1. Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police. (see attached template appendix 1)
- 8.2. On receiving a bomb threat the member of staff should report the call immediately to the police, and then notify the Head teacher or the designated deputy.
- 8.3. In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Headteacher or designated deputy. The advice may be:
  - To remain within the building in which case **FULL LOCKDOWN** procedures should be followed in the absence of any other specific guidance from the emergency services
  - To instruct staff to evacuate the building. in which case **EVAC** procedures should be followed in the absence of any other specific guidance from the emergency services
- 8.4. Where the decision is taken to evacuate the site due to a bomb threat the fire alarm will be activated. At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance they will coordinate the exit. If the emergency services are not on site the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice normal fire evacuation procedures should be followed.
- 8.5. Where it is safe to do so staff should make a quick visual check as they exit the area to see whether there appears to be any items that aren't familiar.

## 9. SUSPECT PACKAGES

- 9.1. The likelihood of an academy receiving a postal bomb or suspected biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if they receive a suspect package or come into contact with a biological or chemical substance.
- 9.2. Where staff receive suspect packages then the guidance in appendix 2 should be followed.

## 10. INFORM THE TRUST'S CENTRAL OFFICE/LOCAL AUTHORITY

- 10.1. When it is safe to do so contact the Central Office of the Multi Academy Trust/Local Authority to inform them of the situation. (see attached emergency contact numbers)

## BOMB THREAT PROCEDURE

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/switchboard staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

### Possible actions/ prompt card

Action	Tick
1. Stay calm	
2. Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any code word they might give  <u>Message:</u>          	
3. Make a note of: <ul style="list-style-type: none"> <li>• The exact time of the call:</li> <li>• The callers sex and approximate age:</li> <li>• Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness)</li>            <li>• Any distinguishable background noise</li> </ul>	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> <li>• Where is the bomb?</li>            <li>• What time is it due to go off?</li>            <li>• What does it look like?</li>            <li>• What will cause it to explode?</li> </ul>	

<ul style="list-style-type: none"><li>• Why are you doing this?</li><li>• What is your name?</li><li>• What is your address?</li><li>• What is your telephone number?</li></ul>	
<p><b>5.</b> Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller</p>	
<p><b>6.</b> Report the call to the police and the Head teacher/ nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the academy, follow the same procedure – report the call immediately to the police, and then notify the Head teacher.</p>	

### Guidance on suspect packages

The likelihood of an academy receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

	√
Stay calm	
Put the letter or package down gently and walk away from it DO NOT PUT THE LETTER OR PACKAGE INTO ANYTHING (INCLUDING WATER) AND DO NOT PUT ANYTHING ON TOP OF IT	
Ask everyone to leave the area (including classes if necessary)	
Notify the police and the Headteacher/nominated deputy immediately DO NOT USE MOBILE PHONES OR SOUND THE ALARM USING THE BREAK GLASS CALL POINTS	

If you suspect that a letter or a package may contain a biological or chemical treat

	√
Stay calm	
Do not touch the package further or move it to another location	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination	
Notify the Headteacher/nominated deputy immediately	

The Headteacher/nominated deputy should then:

	√
Notify the police immediately on 999	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed	
Evacuate the building, keeping people away from the contaminated room as far as possible	
Keep all persons exposed to the material separate from others and available for medical attention	



If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately	
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If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provided

# Emergency Contact Numbers

In the event of an emergency please contact Insert who needs to be contacted (i.e. MAT/LA etc.) as soon as possible on one of the numbers below.

<b>MAT</b> Employer (DDAT) (office hours) Mark Mallender (CEO Derby Diocesan Academy Trust)	<b>(Office Hours)</b> 01332 388660	<b>(Out of Hours)</b> 07970 521381
<b>Building emergency/ emergency</b> (YMDBoon Directors):	<b>Jonathan Warren:</b> 07808 906164 <b>David Yates:</b> 07876 555586	
<b>Derby City council</b>	<b>24/7 Care Link helpline</b> 01332 256060.	<b>People's services directorate emergency (out of hours)</b> 01332 642 203
<b>Head – Gordon Inglis</b> <b>Assistant Head – Jackie Stewart</b> <b>Assistant Head – Ryan Hoy</b> <b>School Business Manager – Jane Foulkes</b>	<b>(Home)</b> 07810 641624 07751 032867 07597 479069 07966 269274	<b>(Out of Hours)</b> 07810 641624 07751 032867 07597 479069 07966 269274
<b>Karen Reading (Chartered Safety and Health Practitioner at YMDBoon)</b>	<b>(Office hours)</b> 01858 464482	<b>(Out of Hours)</b> 07464 491248
<b>Gaia (IT Providers)</b>	<b>(Office hours)</b> 01248 675800	<b>(Out of hours)</b> 07976 494903

**H&S Advisors** – Karen Reading/Dianne Banks contact: 01858 464482  
(YMD Boon Ltd Health and Safety)