



St Anne's School and Sixth Form College

Lock Down Policy & Procedure

This policy was adopted in the Autumn 2017 and updated September 2018

1. INTRODUCTION

This policy should be read in conjunction with the schools Child Protection and Safeguarding Policy, and Health and Safety, and Hoax Bomb Threat Policy.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff, children / young people and visitors at St. Anne's. Procedures should aim to minimise any disruption whilst ensuring the safety of all.

2. RATIONALE

The site operates with closed security gates, therefore this minimises the risk of unwanted visitors on site. However, there may be other situations which may lead to lockdown:

- A reported incident / civil disturbance in the local community
- A warning of air pollution – smoke plume, gas cloud etc
- A major fire in the vicinity of the site
- Bomb threat

In the event of someone being taken hostage, the site should be evacuated, therefore putting less people at risk. Managers will be guided by emergency services as to a suitable location to evacuate too.

3. PROCEDURE

Communication of Lockdown – via class telephones, verbal messages, via walkie talkies.

Lockdown – all classes / groups to return and remain in their allocated area (unless instructed differently by a senior member of staff). The most senior person within the group to head count to ensure all the group are accountable. Notify a senior member of staff of anyone who is missing.

Unplug electrical equipment that is not required.

Everyone to keep calm, and where possible if an intruder is on site; keep out of sight, and quiet.

Security – external doors and windows to be locked where possible, block external doors with barricades

Assistance – admin team or a senior member of staff to call for assistance from emergency

services (9 for an outside line, and 999)

Evacuation – if it is necessary to evacuate the building, the fire alarms will be activated and fire procedures and protocols will then apply.

Communication with parents – parents / carers will be notified at the first possible opportunity, and may be asked to stay away (depending on the nature of the lockdown).

Following a lockdown:

- **Staff** - will have opportunity to speak to professionals about their experience (this may depend on the severity of the situation)
- **Pupils** – will have the opportunity to speak to staff / professionals
- **Parents** – will have the opportunity to speak to senior staff

4.REVIEW

These procedures should be practiced at least once a year to ensure everyone is aware of the policy.

This policy will be reviewed annually, from the date of adoption.