HARMONIZE ACADEMY

LOCKDOWN POLICY AND PROCEDURES

POLICY WRITTEN BY:	**PRINCIPAL**
DATE POLICY PREPARED:	**SEPTEMBER 2017**
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Trust, Respect, Compassion, Forgiveness

LOCKDOWN PROCEDURE

On rare occasions it may be necessary to restrict access to the school. Please refer to the following two procedures that have been put in place to cover such occurrences.

Partial lockdown procedures

The following procedures should be followed when the threat is ***outside*** the school building:

1. An announcement will be made in the up and downstairs corridors by the SLT or duty staff saying, **XXXXXX**. This announcement will be repeated several times. If it is not possible to make the announcement the message will need to be circulated by sending a message on SIMs, via email, staff mobile numbers or by word of mouth to teachers in each classroom.
2. Contact must be made immediately with Emergency Services and advice sought.
3. Classes that are outside the building must return immediately to the building ie. PE classes in the Playground must return to the Dining Hall. If it is not safe to return to the building, students can be taken to an alternative lockdown location, which can be indoors or outdoors such as the *Medical Centre* on *Bigham Road* or *McDonalds* on *Prescot Road*.
4. All external doors must be locked (depending on circumstances).
5. Clear corridors, toilets and other rooms that cannot be secured.
6. Those inside the school should remain in their classrooms but should move away from windows.
7. Secure and cover classroom windows.
8. As all situations are different, once all staff, students and visitors are safely inside. senior staff will conduct an ongoing and dynamic risk assessment based on advice from Emergency Services.
9. Once further information is known about the incident, this can be circulated to staff by email or other forms of communication in point 1
10. Depending on the incident, a partial lockdown scenario could be deemed to be a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality). In some circumstances, it may be possible for lessons to continue as normal. Free movement may be permitted within the building dependent on circumstances.
11. 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.
12. Once in lockdown mode, teachers should keep a list of all students present in class and keep a note of missing and extra students in the room.
13. Teachers should take this list with them if directed to leave the classroom.
14. Teachers should ensure that students keep calm and stay quiet.
15. Classroom doors should not be opened by the classroom teachers inside whilst a threat remains. Only SLT can advise if there is a change to the threat posed. Once the threat has subsided, there will be an announcement saying **XXXXXX** several times. Only at this point may classroom doors be opened.
16. As soon as possible after the **XXXXXX** teachers and students should return to their classrooms and take the register. They must then inform the Attendance Officer in the Admin Office of any students not accounted for.

Lockdown procedures

The following procedures should be followed when the threat or intruder is ***inside*** the school building:

1. The sighting will be communicated by the quickest means ie. verbally by students to staff and staff to Reception, or via email, staff mobile numbers or by word of mouth to teachers in each classroom. An announcement will be made by SLT or duty staff in each corridor – saying **XXXXXX** this announcement will be repeated several times. If it is not possible to make the announcement, the message will be circulated via email, staff mobile numbers or by word of mouth to teachers in each classroom.
2. Contact must be made immediately with the Emergency Services and advice sought. The receptionist should ring 999 unless unable to do so, in which case the person making the announcement will do so. The Principal should be informed immediately.
3. No-one will be allowed to enter the school site.
4. Classes that are outside the building **SHOULD NOT** enter the building ie. PE classes and/or students in the Playground should be moved to another safe area outside the building ie. the *Medical Centre* on *Bigham Road* or *McDonalds* on *Prescot Road*. It may be necessary to ask students to disperse or hide within the school grounds at the furthest point away from the building. If students are off-site for an activity then the member of staff should be informed immediately of the lockdown and to remain away from the school site until advised that the threat has diminished.
5. Immediately direct all students, staff and visitors into the nearest secured space or classroom.
6. **DO NOT** lock exterior doors.
7. **LOCK** classroom doors from the inside or those in the Hall, Dining Room, or other Admin/Catering/Ancillary rooms if staff are in there.
8. Staff should take action to increase protection from attack:
    - Move people away from windows and doors
    - Turn off lights
    - Blinds drawn
    - Keep everyone out of sight (under desks or along a wall/corner that cannot be seen from the door)
    - Block access points (e.g. move furniture to obstruct doorways)
    - Keep everyone quiet and calm
9. Clear Break Out Areas, Corridors, Toilets, and other rooms that cannot be secured.
10. Teachers should keep a list of all students present in class and keep a note of missing/injured and extra students in the room.
11. Teachers should take this list with them if directed to leave the classroom.
12. **DO NOT** respond to anyone at the door until **XXXXXX** is announced. Classroom doors should not be opened by the classroom teachers inside whilst a threat remains. Only SLT can advise if there is a change to the threat posed. Only at this point may classroom doors be opened.
13. If the fire alarm sounds during the lockdown nobody should evacuate as this may be set off deliberately by an intruder. In the event of a fire being discovered, the Emergency Services should be informed.
14. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
15. When the threat is over/the intruder has left the building, a senior member of staff will make an announcement **XXXXXX** several times.

16. As soon as possible after the **XXXXXX** teachers and students should return to their classrooms and take the register. They must then inform the Attendance Officer in the Admin Office of any students not accounted for.