



# **E-ACT Lockdown Guidance**

## **Policy Intent and Scope**

E-ACT has created this policy to ensure the safety of its staff and pupils in the event of any hazard or threat within the school or its grounds. This procedure aims to allow schools to respond to any incident swiftly enabling them to restrict access and egress from the site or building in response to any threat or hazardous situation. Copies of this policy should be provided via the school and prominently displayed in school offices and communal areas.

The National Counter Terrorism Security Office advises that those looking to conduct attacks often undertake a degree of planning including reconnaissance of sites in the weeks and months preceding. Therefore vigilance by staff, efficient use of CCTV and visible security procedures are key to detecting and deterring threats in their planning stage. Although prevention of an attack is not always possible by implementing robust lockdown procedures we can aim to disrupt or delay the attackers and so reduce the number of potential casualties.

This policy applies to all employees, volunteers, parents/carers/guardians and pupils as well as visitors to the site and sets out the responsibilities for key personnel in the event that the school goes into 'lockdown'.

## **Procedure**

In the event of a situation arising, the Head Teacher (or acting member of the Senior Leadership Team) will make the decision to instigate a lockdown, in consultation with the Police if deemed necessary. At the earliest opportunity the Regional Operations Director/Regional Safeguarding System Leader/Facilities Manager and E-ACT Senior Management should be informed (via Regional Coordinator). Following the lockdown, the 'Lockdown Report' (Appendix A) should be provided to the above.

## **Parents/Carers/Guardians**

If a lockdown occurs parents will be notified as soon as it is practical to do so. Parents should be requested not to attend the school or telephone the school or their child so as not to alert an intruder to their presence. Pupils will not be released to parents during a lockdown.

It is important to give parents enough information about what has and will happen to reassure them that the school understands their concern for their child's welfare and that it is doing everything possible to ensure their concerns. However the school should reinforce the message that the school is in lockdown and as such the phones and entrances will not be manned and external doors will be locked.



## Lockdown Procedures

### **Partial** Lockdown (external threat in community)

1. Staff should be alerted by a recognised audible signal
2. All outdoor activity must cease immediately and pupils return to their teacher. Pupils that are outside of the school building at the time of alert should be brought inside as quickly as possible and returned to their class.
3. Staff members not scheduled for directed time with pupils should remain on alert and await further instructions.
4. A register must be taken and staff should notify the specified contact of any pupils that are unaccounted for.
5. Identified staff should check hallways for pupils directing them into classrooms.
6. External doors and windows should be locked including main gates/main reception.
7. If applicable window blinds should be closed.
8. Pupils should be encouraged to stay calm and normal classroom sessions should continue.
9. Pupils are not allowed to use mobile phones.
10. Pupils and staff should remain in their location until the 'all clear' is announced by the Head Teacher or Senior Leadership Team.
11. Once the 'lockdown' has been revoked and, if necessary, Parents/Carers/Guardians should then be contacted using the schools established communications system.

### **Full** Lockdown (imminent threat on site)

1. Staff should be alerted by a recognised audible signal
2. All outdoor activity must cease immediately and pupils return to their teacher. Pupils that are outside of the school building at the time of alert should be brought inside as quickly as possible and placed in the nearest classroom.
3. All adults and pupils must remain inside the building they occupy at the time of the alert. Any pupils or adults in the hallways should enter the nearest occupied classroom.
4. Staff members not teaching or in meetings should go to the nearest classroom.
5. A register must be taken and staff should notify the specified contact of any pupils that are unaccounted for.
6. Identified staff should check hallways for pupils directing them into classrooms.
7. External doors and windows and internal classroom doors should be locked together with main gates/main reception.
8. If applicable window blinds should be closed.
9. Pupils and staff should position themselves in the most non-visible area.
10. Pupils should be encouraged to stay calm and quiet.
11. Pupils are not allowed to use mobile phones.
12. Pupils and staff should remain in their location until the 'all clear' is announced by the Head Teacher or Senior Leadership Team.
13. Once the 'lockdown' has been revoked and, if necessary, Parents/Carers/Guardians should then be contacted using the schools established communications system.



## Appendix A

Lockdown Report		
<b>Academy:</b>	<b>Date:</b>	<b>MOS:</b>
<b>Lockdown Type:</b>		
<b>Initiated By:</b>	<b>Time Initiated:</b>	<b>Time of All Clear:</b>
<b>Details of Threat:</b>		
<b>Details of Response:</b>		
<b>Review of Procedures:</b>		
<b>Outcomes:</b>		
<b>Emergency Services Contacted:</b> Yes    No		
<b>Parents/Carers Contacted:</b> Yes    No		
<b>ROD/RSL/RFM/RC Contacted:</b> Yes    No		
Please provide completed report to: ROD/Regional Safeguarding Lead/Regional Facilities Manager/Regional Coordinator		