



St Gabriel's R.C. High School

Lockdown Policy

Providing guidance on:

- Types of lockdown
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- Communications during lockdowns
- Training and exercising

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1. Introduction

A lockdown procedure should be 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 school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

All schools should consider the need for robust and tested **school lockdown procedures**.

It is important that to all members of the senior management team, school administrators, teaching staff, non-teaching staff and Governors are familiar with the lockdown procedures. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan; practicing the procedures will increase their familiarity and reduce possible fears and anxiety if it is ever activated. Parents too should know that the school has lockdown procedures in place.

Lockdown procedures may be activated in response to any number of situations.

Typical situations

A major fire in the vicinity of the school creating a toxic smoke plume

A major fire/explosion at industrial premises downwind of the school creating a toxic smoke plume, air pollution or gas cloud etc.

The close proximity of a dangerous dog roaming loose

A serious transport accident outside or within the school perimeter e.g.

- Schools near Metro link
- Schools near motorways
- Close to major roads and junctions

Less typical situations

A reported incident or civil disturbance close to the school with the potential to pose a risk to staff and pupils in the school

An intruder on the school site (with the potential to pose a risk to staff and pupils)

A disgruntled parent who feels they have issues with a particular teacher or 'the school'

2. Types of Lockdown

Partial Lockdown

It is suggested that the type of situation where there is no direct risk or threat to the health and safety of staff and pupils may be dealt with by activating a 'Partial Lockdown' which will require all external activities to cease immediately whereby pupils and staff return to classrooms and all external doors and windows are securely locked. Internal doors and pathways will remain unlocked to maintain, insofar as is possible, 'business as usual.'

Full Lockdown

For situations that pose a direct or perceived threat to the health, safety or well-being of any member of staff, pupils or visitor, a full lockdown should be implemented.

Due to the nature of the school site and with the John Banks building as a separate building, it is the school's policy to have a full lockdown in the first instance, irrespective of the emergency situation, and they move to a partial lockdown if necessary.

A full lockdown will require an immediate cessation of any external activities with staff and pupils outside quickly returning to class-rooms or the school hall (whichever is most appropriate). The focus will be to secure all external windows and doors and all lockable doors and pathways to:

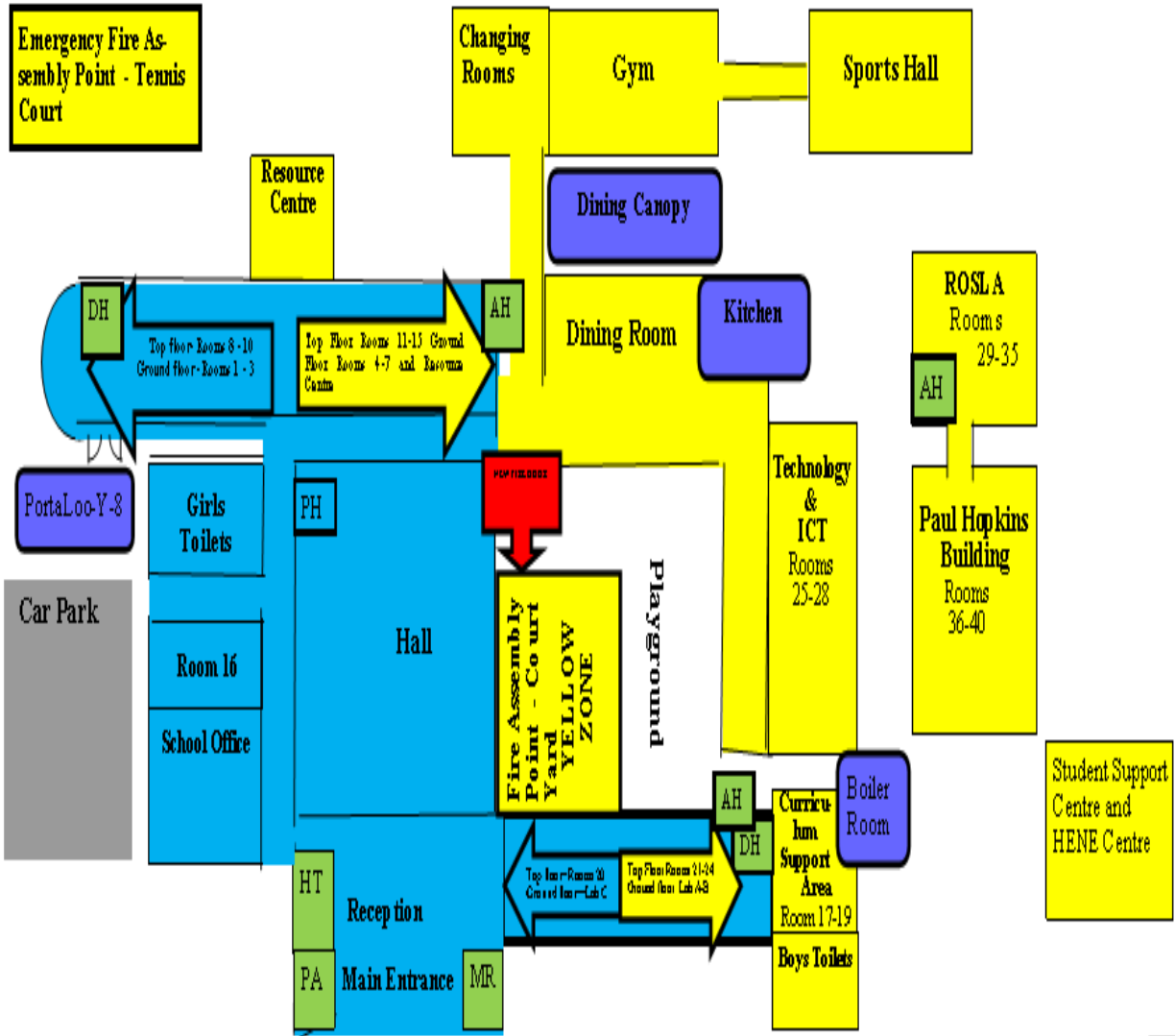
Prevent any intruders from gaining access to the site

If access is already gained; to stop any intruders from progressing through the building, or to restrict and slow their progress where it cannot be stopped

School Floor Plan:

Plan of ST-Gabriels RCHS

**Fire Assembly Point
YELLOW ZONE**



Bridge Road

John Banks Car Park

John Banks Building
Science & MFL
Lab D, E, F, G, H
Rooms 41 - 46

**Fire Assembly Point
BLUE ZONE**

**Fire Assembly Point
BLUE ZONE**

3. Activation Procedures

Wherever possible, both types of lockdown procedure should have pre-agreed activation protocols and both should be tested at least once a year. It is recommended that testing is linked to fire test evacuation timelines.

An agreed activation procedure employed which will be readily heard and understood. An example may be a variation to the school bell e.g. three short rings continuously repeated every five seconds for a partial lockdown and five short ring repeated continuously every five seconds for a full lockdown. Each school to create an audible or visual activation procedure based on their own resources.

1. Activation Procedures – St Gabriels RCHS

Lockdown Procedure

- The school has a lockdown policy if there is an imminent threat or danger to the safety of our community.
- Explore Lockdown system with Catchpoint Fire and access.
- Blue strobe light external to be used to prompt staff, pupils and parents outside that we in lockdown.
- Wi-Fi alarm/warning system?
- Awaiting new Lockdown system approval from our Head teacher with Blue strobe light lockdown warning and auto locking of our access doors.
- Suited key lock system to be installed with one master key to lock-up and un-lock classrooms and staff rooms during Lockdown.
- The alarm for full lockdown will be 10 intermittent activations of the bell
- Release of a lockdown will be 10 intermittent activations of the bell
- Staff and pupils outside must quickly return to classrooms or the school hall, or sports hall whichever is nearest. Anyone in the toilets must make their way to the nearest classroom immediately. Should the nearest classroom be locked make your way back to the toilets and lock yourself in a cubicle and take your feet off the floor.
- Staff should lock their classroom/ office doors, any adjoining doors and windows. All staff and pupils should take shelter on the floor under a desk and remain there in absolute silence. All mobile phones should be switched off. Close all blinds in classroom/staffroom.
- Staff must ensure children are not posting reports on social media platforms as this may create additional concern to parents or incorrect and conflicting information being released.
- All forms of communication with staff will remain open e.g. mobile phone, email and SIMS messaging service where possible.
- Regular updates will be provided at least every 10 minutes where possible.

- Pupils in a lockdown situation must place mobile phones on tables, visible to staff.
- They must not be allowed to activate their phones unless given permission to do so by the Head or Deputies in the form of a Sims message.

2. It may not always be possible to be pre-warned of a risk especially where an intruder is already on the premises or a visitor may suddenly become violent.

- For such situations it may be necessary for those aware of the threat to shout to colleagues for help.
- All other forms of communication should also be employed if and as necessary e.g. two-way radios, mobile phones including texts, emails etc.

Initiating lockdown

Whatever means is available should be used to notify the Head Teacher or office staff of the danger to enable them to activate lockdown notifications.

There will always be a member of SLT on duty in school. Either the Head teacher, Deputies or office staff should be immediately notified to highlight the danger and seek activation of lockdown notification. Only the Head teacher or deputies can make this decision.

Once aware of a lockdown being activated, staff having access to internal e-mail could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, Smartphone or tablet.

Where a school uses 'Parentmail' then staff could be put into a defined user group. This could then be used to communicate instructions via text message during an emergency.

Parents will be informed in the usual way via school communications or email.

Call the emergency services

Any member of staff aware of a direct threat within the school should contact 999 and provide the police with whatever information they have at that time and ensure that the head teacher and office are made aware.

Suggested lockdown arrangements

Partial Lockdown

Alert to staff: 'Partial lockdown'

Immediate action:

All outside activity to cease immediately, pupils and staff return to building.

Note: There needs to be a means of communicating the alert to staff on duty at break times or those undertaking other playground activities e.g. football practice in place. This communication capability should be robust and tested at least once each term

All staff and pupils to remain in school building and all external doors and windows locked

Free movement may be permitted within the building dependent upon the risk/threat

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Where the risk or threat escalates, be prepared to go to 'Full Lockdown'.

In the event of an air pollution issue, air vents should be closed (where possible) and where fitted, air conditioning systems turned off. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

- Ten intermittent activations of the claxon.

Immediate action:

All pupils and staff outside the main building should immediately return to base (classroom, tutor room or other agreed location e.g. sports/assembly/dining hall) leaving any equipment outside.

Note: There needs to be a means of communicating the alert to staff on duty at break times or those undertaking other playground activities e.g. football practice in place. This communication capability should be robust and tested at least once each term.

This will also be the case at breaks, lunchtime and crossover of lessons.

SLT to contact emergency services dependant on nature of threat and/or the council twenty four hour control room to request the nature of incident is flagged up to Children, Young People & Culture's senior officers e.g. Paul Cooke or Rachel Stirk and the Tactical officer on call.

Bury Council should be notified via the 'School Emergency' phone Number (**0161 253 6606**)

All external doors and windows locked and dependant on nature of threat, all window blinds closed.

Where possible, all classroom and interlocking doors should be locked (where a member of staff with key is present) to prevent easy movement within the building.

Pupils asked to sit quietly until told it is safe to remove the full lockdown.

Register taken; the office will contact each class in turn for an attendance report via SIMS.

Staff should ensure children are not posting reports on social media platforms as this may create additional concern to parents or incorrect and conflicting information being released.

Staff and pupils will remain in lock down until it has been lifted by a SLT member of staff or the emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but should not make unnecessary calls to the central office as this could delay more important internal or external communications.

4. Communications

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. The Council Press Office may be able to assist the school with appropriate and agreed information updates.

Information provided should offer:

Reassurance that the school understands parents concerns and that it is doing everything possible to ensure children's (and staff) safety

Parents should be encouraged not to contact the school during a lockdown to ensure staff are free to deal with emergency services and other council senior management support

Parents to be advised not to come to the school site until the emergency declared closed as their presence may interfere with emergency services work and may even put themselves and others in danger

The school will inform parents when it is safe to pick up children

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the risk or threat posed by the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Council Corporate Press Office

In the event of a prolonged lockdown or a more severe scenario, the Bury Council Corporate Press Office may assist in the dissemination of information to parents and the media.

Generic advice and considerations

Staff should encourage the pupils to keep calm and offer continuous reassurance

As appropriate, the school should establish communication with the Emergency Services as soon as possible

Bury Council should be notified via the 'School Emergency' phone Number (**0161 253 6606**)

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system or with the assistance of the council Press Office

Pupils will not be released to parents during a lockdown under any circumstances

If it is necessary to evacuate the building, the fire alarm will be sounded and an immediate assessment made by the school senior management team of whether an off-site evacuation is appropriate