



Lockdown Policy

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability, and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Author: Mr Richard Scott Director of Finances and Premises	Ratified by Board of Trustees: November 2023
Last Reviewed: November 2023	Next Review: November 2024

1 Introduction

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and students in the academy. Lockdown procedures may be activated in response to any number of situations, these may include:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the academy
5. The close proximity of a dangerous dog

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

This policy outlines guidance to stakeholders in the event of an emergency procedure involving violent or aggressive intruders on the premises or the need for school to lock down for the reasons documented above.

IN THE EVENT OF THE ABOVE THE LOCKDOWN ALARM BELL (3 SHORT TONES FOLLOWED BY A PAUSE, IN A REPEATING CYCLE) WILL SOUND AND THE LOCKDOWN POLICY WOULD THEN BE ACTIVATED.

Please note that the specific lockdown alarm bell has a specialised ring tone, namely **the ring tone is '3 tones then pause'** for a lockdown and is different in tone to our fire evacuation bell.

Responding to an incident in or around the school in which it is important to restrict students and staff movement around the site to secure their safety. This may mean that staff and students need to stay in a secure room until the lockdown is over.

Examples of the need for a lockdown may be an intruder on site who may be a safeguarding risk or an accident that had occurred on the corridor. A lockdown event could be triggered at the request of the Police, or other emergency service, based on external events in close proximity to the academy. A member of SLT may initiate the Lockdown Procedure by informing the reception that there is an emergency and that a lockdown alarm bell ('3 tones then pause') should be sounded.

Where practically and safely possible the SLT Lockdown Team will meet via MS Teams to decide on the next steps and to initiate the lockdown procedures:

2. Examinations

If the Lockdown procedure outlined below is invoked during a formal examination – those individuals participating in that exam will follow the Lockdown Policy & Procedures for Exams (JCQ approved), which can be located in the policy section of the academy website.

All other staff members and students not participating in exams will follow the procedures as laid out in this policy.

3. Procedure

The procedure for lockdown

- A lockdown alarm bell ('3 tones then pause') will sound to inform staff that we are in lockdown.
- The Joint Heads of Academy, in their absence the Vice Principal or Campus Lead will contact emergency services.
- The most senior member of staff available will meet and co-ordinate with the emergency services.
- All staff and students, if in a lesson, will remain in that lesson and position until notified that the lockdown is over.
- Staff and students who are not in a classroom should proceed to the nearest classroom and stay there until the lockdown is over.
- If a lockdown occurs during lunchtime or break time staff should go to the nearest classroom and usher students into that classroom and remain there until the lockdown is over.
- If it is possible to lock the door from the inside then staff should do so. If it is not possible to lock the door (as in majority of cases) then staff should barricade the door with tables, chairs etc.
- Students and staff should, where possible, remain out of sight and away from windows and doors once barricaded in.
- The Joint Heads of Academy, in their absence the Vice Principal or Campus Lead will decide when it is safe for the lockdown to be over (this will be directed via mobile telephone).
- Staff should ensure that they keep all mobile telephones free in order to receive any communication. They should keep email accounts open and check them (if safe to do so).
- There must be no posting on social media to announce the lockdown, nor give the location of individuals.
If the fire alarm sounds this is to be ignored unless the lockdown signal ie the lockdown alarm bell ('3 tones then pause') ceases.
- The end of the lockdown will occur only when safe to do so the lockdown alarm bell ('3 tones then pause') ceasing does not indicate the end the lockdown is over.
- The end of the lockdown is confirmed when members of core SLT report that the incident is over. At this point members of the core SLT will travel the building informing staff and staff will also receive notification via email.

Mr Richard Scott
Director of Finances and Premises