**Tenbury High Ormiston Academy**

**Lockdown Policy**

**March 2025**

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Approved by: THOA SLT, Safeguarding Lead and Site Manager

Review period: Annually (March 2026)

Lockdown Policy

Introduction and context

This policy is intended to ensure that students and staff are safe in situations where there is a hazard in the academy grounds or outside the academy that requires students and staff to be locked within buildings for their own safety.

Scope

This policy applies to employees, volunteers, parents/carers, students, and people visiting the academy site. It covers the procedures and personnel responsibilities when the academy is required to go into lockdown.

Guidelines

Lockdown Guidelines

The Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

* A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
* A dangerous individual in the locality.
* An intruder on the academy site with the potential to pose a risk to students, staff and visitors.
* A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
* A major fire in the vicinity of the academy.
* The close proximity of a dangerous animal roaming loose.
* Serious accident on-site requiring good access for emergency services.

The Lockdown Procedure

In the event of an emergency, the Principal or in their absence the Vice Principal will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down. Any member of staff can raise the lockdown alarm for an immediate threat, or for a threat that they deem immediate.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, OAT and the local authority are informed of the situation as soon as is practical and it is safe for them to do so.

Partial Lockdown

Partial lockdown should be seen as a precautionary measure which puts the academy in a state of readiness should a situation escalate, whilst retaining a degree of normality.

Alert to all staff: “Partial lockdown”

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc. It may also be used when there a risk in a part of the school but does not warrant a full school lockdown.

Immediate action

* Depending in the threat, all outside activity to cease immediately with students and staff returning to nearest indoor area or classrooms if during lessons. If the partial lockdown signal is given during break/lunch all staff/students should return to their nearest classroom as directed by duty staff
* All students and staff to remain indoors and external doors (dead locked) and windows should be locked.
* Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing risk assessment based on advice from the Emergency Services. This risk assessment will then be communicated to staff, who can inform students.

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown.

Alert to staff: “Full lockdown”

Immediate action

* All students remain in classroom. If full lock down procedure occurs during break/lunch all students/staff/visitors should remain located in their current safe space or go directly to their nearest safe space. This will be directed by duty staff.
* External doors dead locked.
* Classroom doors locked, where a member of staff with key is present.
* Windows locked and blinds drawn where possible.
* Students sit quietly out of sight (e.g. under desk or around a corner).
* Register taken - the administrative office will contact each class/safe space in turn for an attendance report if this is possible.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the emergency services.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

Communication channels

* Staff who have access to an internal email system should access their academy account and await further instruction from the Principal.
* Staff are permitted to use personal mobile phones in the case of lockdown

THOA Lockdown Procedure

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| Lockdown Procedure Management and Control |
| Principal / Site Manager | Responsible for managing lockdown procedures |
| Principal / Admin / Site | Initial contact with the emergency services |
| Senior Leader supported by pastoral/admin team as appropriate  | Liaison with parents |
| Pastoral Team  | Student welfare |
| Office Manager | Social media and communications  |
| SLT | Lockdown CPD – ensuring all staff understand the procedures at the beginning of academic year / new staff on induction |

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| Signals |
| Signal for lockdown | Waterfall whistle system will be initiatedLockdown siren goes off and then the waterfall whistles stopText and email sent to staff stating a lockdown has begun. |
| Signal for all-clear | Text and email sent to staff stating a lockdown has ended. |

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| Lockdown |
| Specified nearest safe space for students/staff and visitors | Remain in classrooms/offices/nearest safe space if in lesson time.In the event of partial lockdown return to Tutor Rooms/Offices/Classrooms during breaks/lunchtime. In the event of full lockdown, remain in current safe space, or go to the nearest safe space. Duty staff to go direct to their nearest safe space to support with lockdown.Social time / pre or post school lockdown – pupils and staff make their way to the nearest classroom and lock the doors.  |
| Entrance Points | Utilise all available entrance points to assemble students calmly into the designated safe spaces  |
| Communication arrangements | Mobile phones (where available)Radios (where available)EmailRunner (in the event of a soft lockdown) |

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| Lockdown Procedure |
| Step | Initial response | Check | Time | Signed |
| **1.** | Ensure all students are inside their closest safe space. |[ ]   |  |
| **2.** | Secure all entrance points to the safe space. * External doors
* Fire Doors
* Internal doors
* All windows
* Air vents (in the case of fire or air pollution)
 |[ ]   |  |
| **3.** | Dial 999 for each emergency service that the incident requires. |[ ]   |  |
| **4.** | Staff members who are not teaching at the start of lock-down should go to their nearest safe space. |[ ]   |  |
| **4.** | Ensure that staff members take action to increase protection from further danger:Block access points.Sit on the floor, under tables or against the wall.Keep out of sight and draw curtains to avoid detection, keeping as quiet as possible.Turn off lights.Stay away from windows and doors. |[ ]   |  |
|  |  |[ ]   |  |
| **5.** | Ensure that students who are outside the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view. |[ ]   |  |
| **6.** | Check for missing or injured staff members and students if it is safe to do so. |[ ]   |  |
| **7.** | Remain inside the specified safe space until the all clear signal has been given or unless told to evacuate by the emergency services. |[ ]   |  |
| **8.**  | If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under guidance from the emergency services. |[ ]   |  |

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

Lockdown alarm is not monitored externally so the school has to make contact with the emergency services depending on the threat. Any staff member can alert the emergency services.

Communication with Parents and Carers

Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety. This will be done by the Office Manager following consultation with the Senior Leadership Team.

Information to share with parents and carers

Parents and carers will be given enough information about what will happen so that they:

* are reassured that the academy understands their concern for their child’s welfare, and that it is doing everything

 possible to ensure their child’s safety,

* do not need to contact the academy as calling the academy could tie up telephone lines that are needed for contacting

 emergency service providers,

* do not come to the academy as they could interfere with access by emergency service providers and may even put

 themselves and others in danger,

* wait for the academy to contact them about when it is safe to come to collect their children, and where this will be

 from.

THOA Lockdown Plan

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| Person(s) with authority to manage the lockdown |
| Vicki Dean (Principal) & Delyth Wall (Vice Principal) | Role: Management of the Incident  |
| Andrew Wilks (Assistant Principal) | Role: overseeing pastoral team in managing incident |
| Vicki Dean (Principal) & Christine Sheppard (Office Mgr) | Role: External communication with required agencies |
| Circumstances where lockdown will be applied* A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
* A dangerous individual in the locality.
* An intruder on the academy site with the potential to pose a risk to students, staff and visitors.
* A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
* A major fire in the vicinity of the academy.
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* Serious accident on-site requiring good access for emergency services.
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| How the administrative office will be contacted if they see or hear something suspicious:The waterfall whistle will be initiated which will alert to administrative office to push the lockdown alarm.The staff member who has initiated the waterfall whistle will contact SLT via phone or email to alert them of the specific risk. This will be brought to Vicki Dean’s attention immediately and the plan will be implemented. |
| Arrangements for how the lockdown signal will be given.The waterfall whistle will be initiated which will alert to administrative or finance office to push the lockdown alarm. |
| Guidance on where people go if they are outside or away from the classroom.Students and staff should return to their nearest safe room during a lock down. If it is a partial lockdown student’s would go to their form rooms.Students and staff should remain in existing safe space or if outside go to the nearest safe space during full lock down. |
| Details of how a roll call will be undertaken.Attendance will issue registers to the pastoral team via email for checking/or on paper if safe to exit the building to deliver in person. |
| How the plan will be shared, tested and reviewed.The plan will be be emailed to all staff and a trial run will be carried out at least once a year to ensure it works effectively. |
| Training requirements for staff and students.A trial run will be regularly performed. Lockdown Procedure to be sent out to all staff on TED1 and ensure any new staff / teaching students are given procedures on their induction |
| Debriefing arrangements following a lockdown.SLT debrief to occur after each incident with comments from team members incorporated into the Lockdown plan as appropriate. |

Lockdown Situations when Away From the Academy

The academy will also plan for what would happen if a lockdown situation should arise when a group is away from academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The academy will always be carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip, and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Students will be asked to disperse or hide if this will aid their safety.