



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

LOCKDOWN POLICY

Contents

Introduction and Context

Scope

Guidelines

 Lockdown Guidelines

 Testing of the Policy

Lockdown Procedure

Full Lockdown

 Alert

 Immediate Action

Lockdown Management and Control/Lockdown Procedure

Emergency Services

Communication with Parents and Carers

Cannock Chase High School Lockdown Plan

Lockdown Situations when Away From the School

Appendix 1: Template letter to parents, guardians and carers regarding bomb hoaxes.

Introduction and Context

This Policy is intended to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school 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 school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

Guidelines

Lockdown Guidelines

The Cannock Chase High School 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 school community;
- A dangerous individual in the locality;
- An intruder on the school 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 school;
- The close proximity of a dangerous dog roaming loose;
- Serious accident on-site requiring good access for Emergency Services.

Copies of this Policy will be available on the school's Learning Platform.

Testing of the Policy

The Headteacher or another member of school staff designated by the Headteacher, will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Lockdown Procedure

In the event of an emergency, the Headteacher or in their absence the Deputy/Assistant Headteacher will make the decision, in consultation with the Police when deemed necessary, with regard to whether the school needs to be locked down.

Full Lockdown

This signifies an immediate threat to the school.

Alert

Alert to staff: "Full lockdown".

Immediate Action

- If lockdown occurs during lesson time, all students remain in their classroom. If any students are outside e.g. PE lesson they should report to the changing rooms.
- If the lockdown happens during a lunch period then students to assemble in Sports Hall on upper and Lower School Gym if on lower.
- External doors locked.
- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn.
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Register taken - the Attendance Officer will contact each class 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 a warning on computer screens/phonecall.

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


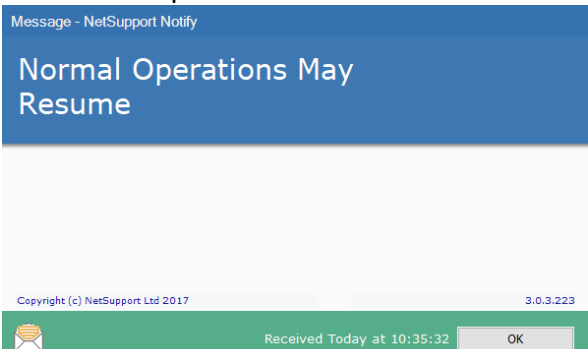
Cannock Chase High School Full Lockdown Procedure

Lockdown Management and Control

Nominated person	Responsibility
Headteacher or Deputy/Assistant Headteacher	Initial contact with the Emergency Services
Headteacher or Deputy/Assistant Headteacher	Liaison with parents

Teacher (on a rotating basis)/LT	Student control
----------------------------------	-----------------

Signals

Signal for lockdown	<p>Lockdown bell to be sounded</p> <p>Alert on computer screen:</p> 
Signal for all-clear	<p>Bell to be sounded</p> <p>Alert on computer screen:</p> 
Specified assembly room	<p>If lockdown occurs during lesson time students and staff to remain in classrooms/any office based staff to remain in offices.</p> <p>If lockdown occurs when PE lesson in progress outside students and staff should report to the changing rooms.</p> <p>If lockdown occurs during lunchtime periods students and staff both inside canteen or outside to report to the Sports Hall on upper and Lower School Gym if on lower.</p>
Entrance points	<p>Sports Hall – from inside of building entrance point and also three fire exit (which if opened could let students and staff back in if necessary).</p> <p>Lower School Gym – three external entrance and exit points.</p>
Communication arrangements	<p>Mobile phones</p> <p>Alert systems on computers</p> <p>Lockdown bell to be sounded</p>

Lockdown Procedure

Step	Initial response	Check	Time	Signed
1	Ensure all students are inside the specified assembly room or closest safe space. Once the alert for lockdown in place then LT/fire wardens will patrol the building to ensure that all staff and students are secure in their assembly point.			
2	Secure all entrance points to the specified assembly room (classroom/sports hall/office). <ul style="list-style-type: none"> • 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 the nearest assembly room/safe space.			
5	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points. • Sit on the floor, under tables or against the wall. • Keep out of sight and draw curtains to avoid detection. • Turn off lights. • Stay away from windows and doors. • Students to turn off all mobile phones and electronic devices. • Complete a register of students in the room 			
6	Staff to make students aware of the exit points in case an intruder manages to gain access or the assembly room becomes unsafe.			
7	Ensure that students who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others.			
8	Check for missing or injured staff members and students if it is safe to do so.			
9	Remain inside the specified assembly room until the all clear signal (on desktops) has been given or unless told to evacuate by the Emergency Services.			
10	If someone is taken hostage on the premises, the school 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 school 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 Headteacher 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.

Communication with Parents and Carers

School 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.

Information to share with parents and carers

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

- are reassured that the school 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 school as calling the school could tie up telephone lines that are needed for contacting emergency service providers;
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger;
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, it may also be prudent to reinforce the message ***"The school is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out."***

A template letter to parents, guardians and carers regarding bomb hoaxes is attached at Appendix 1.

Cannock Chase High School Lockdown Plan

Person(s) with authority to manage the lockdown	
Iain Turnbull (Headteacher)	<p>Role</p> <p>Drills: Giving instruction to IT team to give lockdown alert screens, signal to sound lockdown bell, responsible for annual lockdown drills, responsibility to ensure all staff and students are aware of the lockdown process.</p> <p>Lockdown incident: Giving instruction to IT team to give lockdown alert on screens, signal to sound lockdown bell, primary liaison with Emergency Services, ensuring all students not in lesson get to assembly point, giving signal for all clear alert, lockdown debrief with Critical Incident team.</p>
Jill Simpson (Deputy Headteacher) David Reynolds Richard Howes Tracey White Grainne McAuley (Assistant Headteachers)	<p>Secondary command for the following:</p> <p>Drills: Giving instruction to IT team to give lockdown alert on screens, signal to sound lockdown bell, responsible for annual lockdown drills, responsibility to ensure all staff and students are aware of the lockdown process.</p> <p>Lockdown incident: Giving instruction to the IT team to give lockdown alert on screens, signal to sound lockdown bell, liaison with Emergency Services, ensuring all students not in lesson get to assembly point, giving signal for all clear alert, lockdown debrief with Critical Incident team.</p>
IT team	Giving lockdown and normal operations resume alert.
Site team	Sounding lockdown bell Lock all doors/gates/windows where possible.
School teaching staff	Ensuring students are secured and remain in assembly point, taking register, reporting any critical information. Staff responsible for any visitors they have with them. Take registers and report any missing students to LT/Attendance Officer.
Fire wardens/LT	Responsibility to ensure all staff and students go to or remain in relevant assembly point.
Admin team	Admin team to notify Headteacher/LT of any suspicious activity. Admin team to account for any visitors.

Circumstances where lockdown will be applied

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the school 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 school.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for Emergency Services.

If admin team see or hear something suspicious they should report immediately to Headteacher/Deputy Headteacher or member of LT.

Arrangements for how the lockdown signal will be given.

See signals section above

Guidance on where people go if they are outside or away from the classroom.

If outside for PE lesson go to changing rooms.

If outside or inside for lunch to assemble in Sports Hall.

Details of how a roll call will be undertaken.

If lockdown occurs during lesson time the register taken at the beginning of the lesson will need to be reviewed so a staff member can identify if a student is missing.

If lockdown occurs during the lunch period the students in the Sports Hall will be cross referenced to paper copies of the SIMS registers to identify any missing students.

How the plan will be shared, tested and reviewed.

The lockdown Policy will be put up on the Learning Platform as a reference point for staff.

The Headteacher and Deputy Headteacher will disseminate the process to staff via staff briefings and let them know when a drill is arranged for.

The Headteacher and Deputy Headteacher will share the lockdown with students during year group assemblies.

An annual drill will take place.

The LT will debrief after a drill to discuss learning points and future refinements to the process.

Training requirements for staff and students.

Training for staff and students will be carried out during staff briefings and student assemblies and the drill will act as a practical enforcement of the process.

Debriefing arrangements following a lockdown.

The LT will meet to do a debrief about the process

Lockdown Situations when Away From the School

If a lockdown situation occurs when a group of staff and students is away from the school (e.g. on an educational visit) then the trip leader will be contacted by the Headteacher or a another member of school staff designated by the Headteacher to explain the situation and if necessary delay the return to the school until the situation has been resolved.

The school will always 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.

Appendix 1:

Template letter to parents, guardians and carers regarding bomb hoaxes.

Dear Parent or Carer

Following recent hoax bomb calls to schools across the UK this letter is to provide an update to students, their parents and carers.

Some of the calls are linked to each other and others are 'copycat' calls. Each call has caused significant disruption to school life, upset to school staff and concern to students, their parents and carers.

The Police treat calls threatening bomb attacks very seriously and are committed to working with schools and local councils to ensure the safety of all students and to minimise disruption to their learning. They have taken the following action:

- Every bomb threat is assessed. Highly experienced officers review intelligence and work with counter-terrorism experts, who have an in depth knowledge of these incidents, to quickly assess whether a threat is real or not. So far, there is no credible threat posed to student safety and all the calls have been malicious designed to cause fear and disruption.
- Police have begun a major criminal investigation. Making a hoax bomb threat is a serious crime punishable by up to seven years imprisonment. Police forces across the country are working together to find those responsible and a number of arrests have already been made.
- Police and the Department for Education have shared guidance on what to do in the event of a bomb threat with leaders of schools, other education establishments, and authorities. This guidance also signposts to advice on wider security reviews and enhances existing safety and security plans held by schools which are well-rehearsed and designed to manage a range of situations. Public guidance on how you, schools and the council can prepare for emergencies is here: www.gov.uk/local-planning-emergency-major-incident;

As a parent or carer we understand your concerns. There is a real threat from terrorism and it is important that we are alert but not alarmed. Schools remain some of the safest and most secure public spaces. Their staff are highly trained and the wellbeing of students is their top priority.

To help us we ask the following from you:

- If you have specific questions about your school's safety plans or site security, speak to school staff.
- If your school makes a decision to temporarily suspend lessons while safety checks are carried out, do not attend to remove your child unless asked to do so. Do not phone the Emergency Services to ask for updates on your child as it delays genuine people in need from getting help. Schools will keep you informed and always arrange care for students unable to return home or whose parents/carers are unable to collect them.
- Do not attend and remove your child from a school that has not been affected by an alert as it results in missed learning opportunities.
- Speak to your child about the consequences of making hoax calls. What may appear as a 'joke' now may result in a Police record and have long-lasting implications on their future.

If you have any information about those responsible for the security alerts call Police on 101 (999 in an emergency) or the independent charity Crimestoppers anonymously on 0800 555 111.