



Lockdown Policy 2023-2024

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Headteacher: Mr Mark Everett

Poltair School, Trevarthian Road, St Austell, Cornwall, PL25 4BZ
www.poltairschool.co.uk secretary@poltair.cornwall.sch.uk 01726 874520



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Lockdown Policy

Poltair School has, historically and in the relatively recent past, been subject to a low level of unauthorised incursions. The intent of this policy and procedure is to minimise the effect of such an incursion.

There is also a threat to Schools and Academies nationally from a terrorist/extremist weapons attack.

- Presently the national threat is SEVERE.
- Schools should have a contingency plan and procedures in place to deal with it similar to fire procedures.
- Unlike Fire Procedures, which in most cases means evacuating to an external assembly area, this will most likely require 'Invacuation' to a safe area(s).
- Perhaps better described as temporary refuge areas, these are places that are safer than staying where you are and safer than immediately evacuating.

Aim

The aim is to protect students and staff from attack until the Police take control of the area / incident.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students and staff in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Procedures

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

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally of air pollution (smoke plume, Gas cloud)
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Lockdown Plan

On receipt of information that would potentially trigger a lockdown:

- The SLT core: Headteacher and Deputy Headteachers and Site Manager or deputy will gather at the Site Team Office to take initial control.
 - Information will be assessed, and decision made regarding the initiation of a lockdown or taking other action.
 - If the lockdown is initiated, then a member of the Senior Leadership Team will ensure that a 999 call is made to request emergency services.
 - The controller will be as listed as per the Key Staff and Responsibilities table included within this policy and will be in order of available seniority.
- The school's computer system, radio broadcast on Channel 16 or telephones will be used to transmit the message.
- If necessary, the message 'Lockdown' will be taken or sent by members staff or site team to all areas of the school.
- Any classes that may be on the sports field or playgrounds will be informed so that they can return to class or take alternative cover. Any other available adults may be used to pass the message quickly around the school.
- A staff member from the reception area will lock the front door.
- Staff and students should return to their classrooms via corridors where possible.
- The message is 'LOCKDOWN' with no further explanation at that time to make the process as quick as possible.
- Responsible adults should ensure that the external classroom doors and windows are locked.
- Responsible adults in class should take a head count or register to ensure that all students are accounted for and inform the Attendance Officer by internal phone of any that are not.
- If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site to the astro-turf or beyond and carry out the usual procedures in place for school evacuation.
- Otherwise, everyone should remain inside until an all clear has been given or we have been told to evacuate by emergency services.
- Evacuation will be notified from the controller by radio (Deputy Headteacher) with a planned route notified.

A lockdown may be initiated by any member of staff if the situation requires it.

Further action depending upon the nature of concern:

- Block access points to the school and classrooms with furniture to provide obstruction.
- Close all windows and blinds.
- switch off lights where possible.
- Sit on the floor, under tables if practical.
- Hide below window view height.
- Staff should encourage the students to keep calm.
- It is of vital importance that the school's lockdown procedures are familiar to all members of staff.

Partial Lockdown Alert to staff

'Partial lockdown.' This may be due to a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to the school buildings.
- All staff and students remain inside buildings and staff to secure external doors and windows.

Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services.

This can then be communicated to staff and students via email, radio and verbally.

'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, Emergency Services will advise as to the best course of action in respect of the prevailing threat.

If it is necessary to evacuate the building, the message will be passed by screen notification, radio and verbally. The fire alarm will NOT be sounded and a verbal message to evacuate shared. At this point the decision will be made to evacuate to the normal evacuation points, astro-turf or offsite to the Football club.

Communication with Parents

Parents will be notified as soon as it is practicable to do so via email.

Students will not be released to parents during a lockdown.

In order for parents to be aware of our procedures a copy of this Policy will be available for parents via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents 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 is doing everything possible to ensure his/her safety.
- Do not contact the school. Calling the School will restrict telephone lines which are essential for contacting emergency providers.
- Do not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the School to contact them about when it is safe for students to be released and the details regarding collection.

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 depending on the severity of the incident. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

Lockdown Roles and Responsibilities

The Headteacher or nominated deputy will take initial command of the situation and arrange for information to be collated and distributed.

The Headteacher, Deputy Headteacher's and SLT will attend the best selected location: Site Managers Office, IT Office for CCTV or another room with computer access. SLT will take operational control, using CCTV and communicate by radio and using the computer screen messaging system.

Staff are to carry out duties assigned by this policy and the SLT.

Site Team will assist with observations through the CCTV system and advise the controller of observations.

Site Team will provide mobile responders to areas directed by the controller.

Key staff and deputies

Role	Primary Staff	Deputy
Director / Controller	Headteacher Deputy Headteacher	Deputy Headteacher
SLT	Assistant Headteachers	
Site Team Office - CCTV	Site Manager	Site Team Member
IT – notification of Lockdown, communication with staff and parents	IT Manager	IT Team
Attendance	Attendance Officer and Engagement Officer	Safeguarding Administrator