

Ousedale School Lock Down Procedures

1.0 STATEMENT OF INTENT

The Governing body notes the need for robust and tested school lock down procedures. The procedures are 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 staff and students in the school. The procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all staff and students.

The lock down procedures may be activated in response to any number of situations when there is a serious security risk in relation to the school premises due to:

- a repeated incident/ civil disturbance in the local community;
- an intruder on the school site (with the potential to pose a risk to staff and students in the school);
- a student/member of staff on the school site (with the potential to pose a risk to staff and students in the school);
- a warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.);
- a major fire in the vicinity of the school;
- a chemical spillage;
- the close proximity of a dangerous dog roaming loose;
- serious weather conditions.

This set of procedures should be followed where circumstances allow. There may be situations during a real emergency where circumstances change under the instruction of the emergency services or other agencies.

2.0 PROCEDURE

2.1 NOTIFICATION OF LOCK DOWN

2.1.1 The member of staff identifying the risk will either press the lock down warning button, if located in reception at either campus, or there are alternative warning buttons located in Deputy Headteacher's PAs office (Olney campus) or in Assistant Headteacher's office (Newport campus). If the risk is identified anywhere else in the school a member of staff will:

- phone reception so that the lock down warning button can be activated and, if able, to provide a location and brief outline of the incident;
- ring 999 and/or reception will ring 999;

2.1.2 The lock down warning bell will be a continuous ring for 5 seconds with a brief intermittent pause before continuing for 5 seconds etc. **THE FIRE ALARM MUST NOT BE ACTIVATED.**

3.0 LOCK DOWN PROCEDURE

3.1 At the sound of the lock down warning bell all staff and students must immediately move into the nearest school building, if on the grounds, as quickly as possible. Shut (and lock if possible) offices, connecting doors and all outside doors where it is possible to remain safe. The basic stay safe principles of **RUN/HIDE/TELL** apply.

3.1.1 Staff and students in a classroom/office should remain there. Staff will ensure that all windows and doors are shut and doors locked and shut blinds and curtains, if this is possible, and turn off the lights and try to give the impression that the room is empty. Students should sit under desks/tables, and/or positioned away from possible sightlines from external windows/doors.

3.1.2 Staff and students not in a classroom/office for any reason will proceed to the nearest occupied classroom/office and remain with that class and class teacher e.g. students using toilets when alarm goes.

3.1.3 If a class is not in a classroom, they need to go to the nearest room with their teacher.

3.1.4 Classes on the field/tennis courts/astro should move to the nearest school buildings, which in most cases will be the changing rooms. **NO ONE SHOULD MOVE ABOUT THE SCHOOL.**

3.1.5 Any students/staff in the **hall** at the **NP campus** must make their way quietly and quickly to the staff room.

3.1.6 Due to the number of students in the **6th Form Gallery/Private study area** the external doors to the 6th Form will be locked by 6th form admin staff and all staff and students who are not in an office or a classroom will move quietly and quickly to the library area and apply lock down procedures.

3.1.7 Staff to support students in keeping calm and quiet and to instruct all students that they must not use their mobile phones.

3.1.8 If it is possible to inform colleagues of the reason for lock down, specifically serious weather conditions or chemical spillage where remaining indoors is essential, rather than keeping safe from unauthorised persons, this will be communicated in the most appropriate way (e-mail/phone/SLT in person).

3.1.9 SLT member who is in communication with the emergency services will conduct an ongoing dynamic risk assessment based on advice from the emergency services.

3.1.10 If the fire alarm does go off during a lock down, do not evacuate unless you smell smoke or see fire in your area and/or you are instructed by a member SLT to evacuate your area. If you do have to evacuate proceed quietly and quickly to the top of the school field at the NP campus and to the top playground at the Olney campus.

3.2 END OF LOCK DOWN

3.2.1 Staff to remain in lock down positions until informed by SLT either in person, by e-mail and/or telephone, or by a member of the emergency service that there is an all clear.

3.2.3 As soon as possible after the lock down, staff to take a register (if not taken at the start of the lesson) and notify the attendance officer of any students not accounted for by e-mail.

4.0 DUTY OF STAFF

4.1 In the first instance the Headteacher at the Newport Pagnell Campus and the Deputy Headteacher at the Olney campus will communicate with the emergency services during lock down and with staff via e-mail and/or telephone. If both are not on site the responsibility for the lock down process will pass to staff that have been left in charge for the day.

4.1 Associate staff to ensure that their office(s) are locked and any other member of staff is safe and near a phone to dial 999, if reporting a risk.

4.1.1 Individual teachers/TAs etc. lock classroom doors if possible. If a door does not lock, it should be shut. Windows should be shut.

4.1.2 Reception staff to check front doors are locked and stay out of sight in the back office of reception/canteen.

4.1.3 Canteen staff to move into store room (Olney) and staff room (Newport) and lock doors.

4.1.4 Canteen: If the lock down bell goes during break or lunch, staff on duty to lock all doors, close all windows and blinds and get students to sit under tables quietly. Canteen staff to follow **4.1.3**.

4.1.5 Communication to staff will be made by e-mail from either the Headteachers office/PA office/ Deputy Headteachers office at NP and Deputy Headteachers/PA office at Olney, if appropriate, and staff are able to do so.

4.1.6 Attendance officers to check students not accounted for at the end of lock down and relay information to Headteacher and Deputy Headteachers.

5.0 COMMUNICATION WITH PARENTS

5.1 If necessary parents will be notified as soon as practical to do so via the school's established communication methods – Parent mail/email/social media and/or website, sent by SLT.

5.1.1 Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their students from school as it may put them and their child at risk.

5.1.2 Students will not be released to parents/carers during lock down.

5.1.3 Parents/carers will be asked not to call school as this may tie up emergency lines.

5.1.4 If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place students can be picked up from staff or emergency services.

5.1.5 A letter to parents/carers will be sent home at the nearest available time following any serious incident to inform parents/carers of context of lock down and to encourage parent/carer to reinforce with their students the importance of following procedures in these very rare circumstances.

5.1.6 School Governors will also be informed that there has been a lock down via parent mail.

6.0 LOCK DOWN DRILLS

6.1 Lock down drills will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of drills will take place and debriefed to staff so improvements can be made

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