



Goldwyn School
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Goldwyn School

Lockdown Policy and Procedures

Rationale

Goldwyn is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may 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 might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- 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, etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog roaming loose.

Access to all Main Goldwyn sites is via our security system (Salto) and doors can only be opened with a member of staff's security fob. Other buildings need locking with a key.

Entry to Site Buildings: Staff need to be allocated doors to be secured when lock down is required.

Goldwyn Ashford Front door main entrance, Laundry room, Dining room, Conference room and Back door can be secured without a key. School gates are closed except for transport hours.

Construction, Site office and Transport office need to be secured with a key.

Goldwyn Folkestone: Inner front door, Playground, Back door by the mound, Rear car park, Canteen door, Fire exit first floor can be secured without a key. School gates are closed except for transport hours.

DT side door and Flat need to be secured with a key.

Goldwyn Plus: Front door, Staff room, Quiet room and upstairs fire exit can be secured without a key.

Mobile classroom and Shed need to be secured with a key

Goldwyn Vocational Centre: Main door, Canteen fire exit, Workshop fire exit and Shutters can be secured without a key.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures staff and school community should take if and when the school is required to go to lockdown.

Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Implementation

All staff and visitors:

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a **lockdown drill will be undertaken at least once a year.**

For parents:

Parents too should know that the school has a lockdown policy, and a copy should be placed on the school's website.

If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lockdown.** Parents are also asked not to call Goldwyn sites, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

Emergency Services will support the decision of the Principal / Centre Manager regarding the timing of communication to parents.

Lockdown Procedures:

Partial Lockdown -The following procedures should be followed when the threat **is outside** of the school perimeter.

Alert to staff: "Partial Lockdown" via intercom followed by **3x buzzer burst** This should be repeated several times.

Immediate action:

- Exterior perimeter doors/gates ARE TO BE LOCKED (by site staff)
- All outside activity to cease immediately, students and staff return to building if safe to do so.
- All staff and students MUST remain inside
- Senior staff will contact emergency service and will conduct an ongoing risk assessment based on advice from the emergency services
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
- If the fire bell sounds YOU ARE NOT to leave the building remain where you are (If possible alarm to be silenced)
- DO NOT leave the site until you have heard the "all clear" by announcement only.

Full Lockdown - The following procedures should be followed when the threat or intruder **is inside of the site building:**

Alert to staff: By announcement over intercom, phone or radio 'FULL LOCKDOWN'

Immediate action:

- Exterior doors to be closed /gates to be closed. (by site staff / SLT)
- At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of Police as instructed or requested
- Classes that are OUTSIDE of the MAIN buildings / play areas SHOULD NOT re-enter the building. Staff should escort students to an alternative safe place.
- Immediately direct all students, staff and visitors into the nearest classroom or secure space
- Do not allow anyone out of the classroom during a lockdown under any circumstances
- Classroom doors are locked / shut and objects placed in front of the doors
- Windows to be closed, lights turned off, blinds drawn, door windows covered if possible. Students are to sit quietly out of sight (e.g. around a corner and away from windows.)
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room
- Internal bells including the fire alarm bell will be DISABLED if possible
- IGNORE any fire alarm activation, as the school will not be evacuated using this method
- DO NOT respond to anyone at the door until “all clear” is announced over the intercom system, or notified by phone or radio
- DO NOT leave the building until you have heard the “all clear” by announcement only.

Lock Down Plan

Management and Control

Nominated person Responsibility

- | | |
|--|---|
| • Principal / Centre Manager | Initial contact with the emergency services |
| • Site and allocated Staff | Ensure gates and external doors are closed |
| • SMT members (named in centres) | Liaison with parents |
| • SMT members (named in centres) | Inform outside group if appropriate |
| • Teachers/Pastoral Staff/ Support Staff | Student control |

Signals

- | | |
|-------------------------------|---|
| • Signal for partial lockdown | Three x bursts of the school buzzer or 3 blasts of the whistle x4 from the Grab –Intercom ‘Partial Lockdown |
| • Signal for full lockdown | By announcement over intercom, phone or radio ‘FULL LOCKDOWN’ |
| • Signal for all-clear | “ALL CLEAR” |

Lockdown

- Specified assembly points: Classroom, Offices, Managers offices,
- Entry Points – Entry points vary from site to site ensure staff are aware of these (named as above for each site)
- Communication arrangements ·Intercom Telephone System, Mobile phones, MIS system arbor for parents

Lock Down Checklist

- Ensure all students are inside.
- Secure all entrance points to the school
- Dial 999 for each emergency service that the incident requires.
- 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.
 - Put mobile phones on silent
 - Turn off lights and computers.
 - Stay away from windows and doors.
- Ensure that all students and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe.
- Check for missing or injured staff members and students if it is safe to do so.
- Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services.