

# Lockdown Procedure

Version 2

*Please note that this policy has been redacted to remove confidential/ sensitive information. Staff can access the full version of this policy via the NCLT intranet or by contacting HR.*

**This policy applies to all NCLT institutions.**

   The logos for the four NCLT institutions. From left to right: 'newcollege Doncaster' with a green icon, 'newcollege Bradford' with a purple icon, 'newcollege Pontefract' with a blue icon, and 'Wingfield Academy' with a yellow bird icon.



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## **1.0 Introduction**

- 1.1 A lockdown (full or partial) may be required if an incident occurs within or near one of the Trust sites which would render an evacuation unsafe. In this circumstance, all site users would be expected to remain within buildings and seek out safe areas until directed otherwise by the Emergency Services. Individuals in remote or external areas of the site may be safer to remain in situ or seek out an alternative location.
- 1.2 There are two forms of lockdown which may be initiated at a New Collaborative Learning Trust (NCLT) site; Partial Lockdown or Full Lockdown. A Full Lockdown stops all activity on site and requires all site users to follow the 'Run, Hide, Tell' advice. A Partial Lockdown allows normal activity to resume but isolates site users from external threats by closing windows, disabling heating, ventilation and air conditioning (HVAC) systems and ensuring they remain indoors. In the event of any lockdown alarm being activated it should be assumed that a full lockdown is required until further communication is provided and all outdoor activities will cease.
- 1.3 Examples, which would warrant a partial lockdown, include;
- A nearby fire which causes a significant rise in air pollutants
  - A dangerous animal on site
  - An incident or civil disturbance in the area that might affect the site
- 1.4 Examples, which would warrant a full lockdown, include;
- An intruder on site
  - An aggrieved individual attempting to gain access to site
  - An internal threat from a student, staff member or visitor

## **2.0 Roles and Responsibilities**

### **Trust Health and Safety Manager**

- Update Trust Lockdown Procedures Policy document.
- Update site specific Lockdown Procedures in consultation with Headteacher/Principal
- Send a Critical Incident Report to the Health and Safety Executive (HSE).
- Trust Health and Safety Manager in consultation with Headteacher/Principal to schedule regular lockdown drills.
- Arrange staff training on lockdown procedures in consultation with the Headteacher/Principal and the Human Resources Department.

### **Headteacher/Principal/Senior Leadership Team**

- Distribute details of the lockdown procedures to staff.
- Determine what type of lockdown is required and activate the emergency response.
- Ensure the emergency services have been contacted.
- Communicate with members of Senior Leadership Team (SLT) through email or mobile phone (where possible) to co-ordinate the response.

### **Staff**

- Organise movement of individuals into designated safe areas.
- Take actions set out in the site specific lockdown procedures.
- Encourage students/pupils to remain calm.

- Encourage students/pupils in corridors or between buildings to move to the nearest safe area immediately.
- Remain in place until informed it is safe to return to normal by a member of SLT or the emergency services.



### 3.0 Arrangements

3.1 Arrangements for full and partial lockdown at each site have been prepared to consider the size and layout of the building or buildings. Rooms and areas, which will provide shelter about the site are identified in the individual site lockdown procedures.

3.2 Lockdown procedures have been prepared to ensure that staff, students/pupils and visitors are kept inside the school/college buildings and away from perceived danger in order to protect lives and minimise risk. These are available to staff on SharePoint or via School Business Managers at Primary Schools.

3.3 On hearing the lockdown alarm staff, students/pupils and visitors will:

**Run** – Move quickly and calmly to the nearest safest point  
**Hide** – Take reasonable steps to hide from a potential threat  
**Tell** – Inform others of the threat

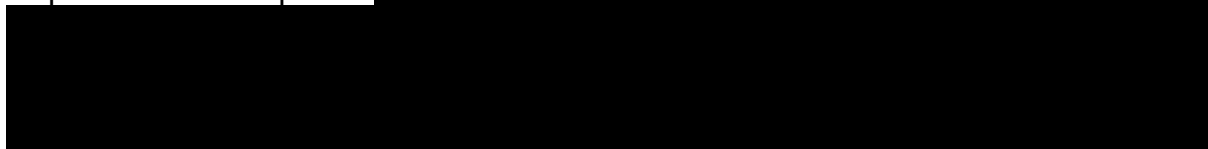
3.4 Safe areas are identified for each site to provide shelter from threats. Individuals are directed to isolate themselves from external pollutants by shutting windows, doors and disabling ventilation systems. In cases where there is Partial Lockdown normal operations can continue within buildings.

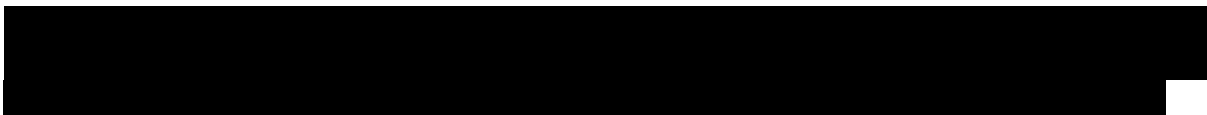
3.5 To ensure lockdown areas enable individuals to move away from potential danger and conceal themselves the following have been considered;

- Divide sites into manageable sections
- Identify locations within each section able to accommodate the expected number of people in the area. Ideally, they should have a separate route of escape, have no windows or the ability to cover the windows and a lockable door
- Identify staff who are responsible for supervision of individuals within the lockdown area
- Identify staff who will be responsible for locking external doors and windows in a lockdown section

3.6 Where it has not been possible to identify locations which meet all of these criteria, a location that meets as many of these criteria as possible has been selected.

3.7 If there is an evacuation signal during a lockdown (partial or full) all site users must stop and remain in place.



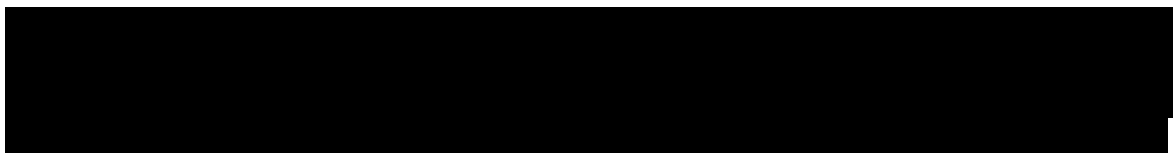
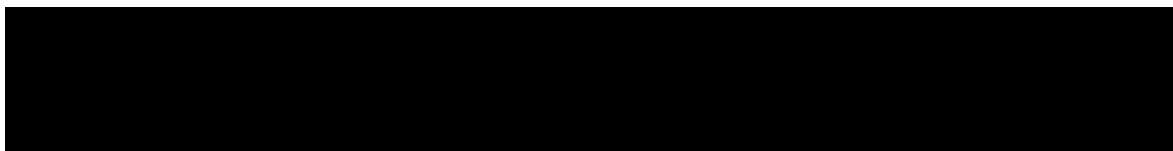


- 3.8 Non-Disclosure and barring service (DBS) checked visitors to site, including parents/carers, must remain with the staff member accompanying them and follow their instructions. Contractors must remain with the member of site team supervising their activities and follow their instructions. DBS checked visitors must follow the 'Run, Hide, Tell' guidance and move to the nearest safe space in the case of a full lockdown.

#### 4.0 Communication

The signal for lockdown is easily distinguishable from an evacuation at all sites. Signals are different for each site within NCLT:

Site	Full Lockdown	Partial Lockdown
New College Pontefract	Intermittent Tone	Intermittent Tone + email to staff + SLT verbally inform staff (if safe to do so)
New College Doncaster	Constant Tone	Email to staff + SLT verbally inform staff (if safe to do so) + Constant Tone (if deemed necessary)
New College Bradford	Constant Tone	Email to staff + SLT verbally inform staff (if safe to do so)
Wingfield Academy	Constant sounding of the session bell	Constant sounding of the session bell + email to staff
Anston Greenlands Primary School	Repeated short bursts of the bell	Continuous sounding of the bell
Redscope Primary School	Verbal communication to class teachers	Verbal communication to class teachers
Thorpe Hesley Primary School	Verbal communication to class teachers	Verbal communication to class teachers



#### 4.1 Communication between parents/carers and the school/college

Where the situation allows, text message communication should be sent to parents/carers with enough information about what will happen so that they:

- Are reassured that the school/college understands their concern for their child's welfare, and that it is doing everything possible to ensure the child's safety;
- Do not need to contact the school/college, calling the school/college could tie up telephone lines that are needed to contact emergency providers;
- Do not come to the school/college. They could interfere with emergency provider's access to the school/college and may even put themselves and others in danger;
- Wait for the school/college to contact them via text message (college) or MCAS (school) about when it is safe and if required to collect their child.

Sample text messages are found in Appendix A.

Guidance for parents/carers with regards to Full and Partial Lockdown will be placed on the school/college website within the safeguarding section.

#### 4.2 Emergency Services

It is important to keep the lines of communication open with Emergency Services as they are best placed to offer advice as the situation unfolds. The school/college site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher/Principal regarding the timing of the communication to parents/carers.

In the event of prolonged lockdown or a more severe scenario the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

#### 4.3 Debrief

Following any drill or Lockdown procedure a debrief will be carried out by the Headteacher/Principal. If this person was not present at the time, a debrief will be carried out by the other members of Senior Leadership Team who were involved. The debrief is to explore if procedures were followed and whether there were any problems encountered, and if any different steps are required in the future.

### **5.0 Implementation and Testing**

- 5.1 The principles of 'Run, Hide, Tell', the purpose of each type of lockdown and example reasons for each type of lockdown must be clearly communicated to all staff and students/pupils at the start of the academic year. Visitors and contractors should be informed of the lockdown procedures when they arrive at site and a summary of the 'Run, Hide Tell' principles printed on the back of visitor lanyards. Regular drills must be scheduled by the Trust Health and Safety Manager in consultation with the Principal/Headteacher to ensure site users are aware of the lockdown alarm sound and the procedures that should be followed when the alarm sounds. Posters, located alongside fire evacuation information, should be placed throughout the site.

## **Appendix A – Sample Text Messages to Parents/Carers**

### **Full Lockdown**

- 1) **INSERT SITE NAME** is in Full Lockdown, instructions about this are available on our website. Please do not contact **INSERT SITE NAME**. Students will not be released during a lockdown as per advice given by the emergency services. More information to follow.
- 1 a) **INSERT SITE NAME** is still in Full Lockdown, emergency services have been contacted. All students and staff have adhered to policy, a further update to follow.
- 1 b) The lockdown procedure has been terminated Emergency services have confirmed the building and surrounding area are now safe. Students will finish at the usual time of **INSERT FINISH TIME**.

### **Partial Lockdown**

- 1) **INSERT SITE NAME** is in Partial Lockdown, instructions about this are available on our website. Please do not contact the academy. **INSERT SITE NAME** is in contact with the emergency services to determine when it is safe to leave the buildings. More information to follow.