Our Rock Academy

Lockdown Policy

" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."

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Version Control

Date	Revisions

Purpose

Our Rock Academy recognises that, in exceptional circumstances, it may be necessary to place the building into lockdown to protect pupils, staff and visitors from a serious threat or hazard.

A lockdown may be required because of an incident within or close to the premises, such as an unauthorised person presenting a threat, a dangerous animal, environmental hazard or other situation where remaining inside a secure area is safer than evacuating.

How lockdown is communicated

A lockdown will normally be announced using the designated code word over the radio.

When the code word is heard, staff must immediately:

STOP → SECURE → HIDE → STAY CALM

Staff should listen to the radio for further instructions.

The existing Our Rock social story teaches pupils that hearing the code word means "situation danger" and that they should stop what they are doing.

Lockdown procedure

Where safe to do so, staff should move pupils into the nearest suitable classroom or secure room. Staff should not attempt to return to their usual classroom if another room is closer or safer.

Once inside:

- close and lock the door where possible;
- close windows;
- turn off lights and screens where safe to do so;
- move pupils away from windows and external doors and out of sight;
- keep everyone quiet and minimise movement;
- put mobile phones on silent;
- keep radios on the designated channel with the volume reduced or an earpiece used where available.
- remain in the secure room unless it becomes unsafe. If there is an immediate danger in that room, follow emergency service instructions or move to a safer place if necessary.

Supporting pupils

Staff should remain calm and provide reassurance without discussing unnecessary details of the incident.

Pupils should remain quiet and occupied with a quiet, familiar activity where appropriate. The Our Rock social story uses reading and colouring as examples of calm activities during lockdown.

Staff should consider the individual needs of pupils, including communication, sensory, emotional regulation, mobility and other additional needs. Appropriate individual arrangements should be identified in advance where a pupil may require particular support during a lockdown.

People outside classrooms

If a member of staff, pupil or visitor is outside a classroom when lockdown is announced, they should enter the nearest safe room if possible.

They should not attempt to return to their normal room if this would require moving through the building.

Visitors should enter the nearest suitable secure room and remain there until the lockdown is ended.

If someone is outside the building and cannot enter safely, they should move away from the danger, contact the police on 999 where needed and follow their instructions. They should not approach the building until told it is safe.

Staff responsibilities

The Headteacher/most senior member of staff present will coordinate the lockdown and communicate with emergency services where required.

The office, where safe to do so, will secure external doors and gates and contact the Police or other emergency services.

Staff in classrooms are responsible for securing their immediate area and the pupils in their care.

Staff must not put themselves at risk by attempting to secure an area or retrieve pupils from another location.

Contacting the emergency services

Where there is an immediate threat to the safety of anyone on site, the Police should be contacted on 999.

Information should be provided where known, including the nature and location of the incident, any immediate danger, descriptions of persons involved and whether anyone requires medical assistance.

Staff should not make unnecessary calls that could interfere with the management of the incident.

Ending lockdown

Remain in the secure location until the official all-clear, unless staying there becomes unsafe.

The all-clear will be communicated using the designated safe word over the radio or by a clear instruction from the person coordinating the incident/emergency services.

Once the all-clear has been given, staff should follow the instructions provided and account for the pupils and other people in their care. Staff must report anyone missing or injured immediately to the person coordinating the incident, who will pass that information to the emergency services.

Lockdown equipment

Where appropriate, classrooms and key areas will have a lockdown box/bag containing items that support the lockdown procedure, such as:

- radio/earpiece;
- materials for covering door vision panels where required;
- quiet activities;
- the pupil lockdown social story.

Parents and carers

The immediate priority during a lockdown is the safety of pupils and staff.

Parents/carers should not attend the site or attempt to collect their child during a lockdown unless specifically instructed to do so.

Information will be communicated to parents/carers when it is safe and appropriate to do so, taking account of advice from the emergency services.

A designated safe location and arrangements for reunification will be communicated if required.

Lockdown practices

Lockdown procedures will be practised regularly so that staff and pupils are familiar with what to do.

Practices will be planned carefully to ensure they are age-appropriate, proportionate and sensitive to individual pupil needs. Staff will be given an opportunity to provide feedback following practices and any improvements identified will be incorporated into the arrangements.

Review

This policy will be reviewed annually and sooner where there is a significant change to the premises, staffing, pupil needs, emergency arrangements or following a lockdown incident or practice.

The effectiveness of the arrangements will be monitored and improvements made where necessary.