

GLOUCESTER & FOREST ALTERNATIVE PROVISION  
SCHOOLS

# LOCKDOWN POLICY

Date Approved: Oct 18

Date of Review: Oct 20

## **INTRODUCTION AND RATIONALE**

All of our students have behavioural, emotional and social needs; they have greater difficulty than other students with procedure and communication. Therefore it is essential that this policy is implemented consistently to support all students and maintain social and emotional development and ensure a safe environment.

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 staff and students in the school. Procedures should aim to minimize any disruption to the learning environment whilst ensuring the safety of all students and staff.

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 (e.g. smoke plume, Gas cloud )
- A major fire in the vicinity of the school

<b>Signals</b>	
Signal for Lockdown	Communication by internal telephone, verbal communication
Signal for all-clear	Verbal Communication

<b>Lockdown</b>	
Rooms most suitable for lockdown	All students to remain in the class they are currently taught in
Entrance points (eg doors, windows) should be secured	External doors, fire doors, internal doors and all windows
Communication arrangements	Internal telephones, verbal communication led by the APS Head Mobile phones
Note	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site

<b>Initial response checklist- lockdown (e.g. in response to an intruder in the school grounds)</b>		Tick / sign /time
<b>1</b>	Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
<b>2</b>	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building	
<b>3</b>	Dial 999. Dial once for each emergency service that you require	
<b>4</b>	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight draw curtains / blinds turn off lights Stay away from windows and doors <i>Teachers to be responsible for the class they are teaching when a lockdown is announced.</i>	
<b>5</b>	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
<b>6</b>	If possible, check for missing / injured students, staff and visitors.	
<b>7</b>	Remain inside until an all-clear has been given, or unless	

- Staff will be alerted to the activation of the plan through internal telephones and verbal instruction.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide with staff as instructed.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked).
- Once in lockdown mode, staff should notify the senior member of staff on call, to instigate an immediate search for anyone missing.
- Staff should encourage the students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

**To achieve this, a lockdown drill should be undertaken at least once a year.**

### **Communication Procedures**

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by GroupCall or 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 that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed 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 them to come to get their children, and where this will be from.

### **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 that has triggered the Lockdown.

Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.