



KETTERING PARK

JUNIOR ACADEMY

Document Title	Lockdown Policy
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EMERGENCY LOCKDOWN PROCEDURES

This procedure will take place in the event that a person/s enter the school with malicious intent either directed at one person or a group.

The aim of the procedure is:

- **To ensure that children and adults are kept safe and in a secure place thus minimising risk of harm.**
- **To restrict access and frustrate the attacker from moving freely around the site.**
- **To get help quickly.**

Due to the nature of such attacks it is not possible to give prescriptive advice and staff should use judgement and act in accordance with the aims of the procedure.

Lockdown procedures may be activated in response to any number of situations, but some more typical ones might be:

- A reported incident or disturbance in the local community (with the potential threat to pose a risk to children and adults in the setting).
- An intruder on site (with the potential to pose a risk to children and adults in the setting).
- A warning being received regarding an environmental risk locally, of air pollution.
- A major fire in the vicinity of the setting.
- The close proximity of a dangerous animal.
- A bomb threat.

Vulnerable areas of school:

1: All access gates and doors, particularly those coming directly off the road which is our main entrance to the school.

2: The playground gates, particularly during lunchtime and playtimes where the gates crossing the right of way are open.

3: Windows, particularly those that face externally outside of the school (classes 9-12).

4: As we are linked to the Infant Academy any emergencies here can impact and effect our school.

Measures to reduce risk:

1: Gates are locked during the school day with a lock/buzzer on the main gate onto Wood Street and coded locks on the playground exits to Wood Street and Park Avenue.

2: Staff are vigilant first thing in the morning, playtimes, lunchtimes, at the end of the day and support the access of those using the right of way.

3: CCTV cameras are directed at the main entrance external gates.

4: The front door which the office staff have to answer in order to let anyone into the school.

Lockdown Emergency Procedures



The Stay Safe principle is based on the 3 responses –**Run**– **Hide**– **Tell**. We assume that it would be difficult to run due to the number of children that would potentially be in your care. Therefore ‘hiding’ and ‘telling’ are likely to be the safest courses of action.

Assess the incident and alert staff if necessary

LOCKDOWN

Initiate the school lockdown signal



If you hear the lockdown alarm tone or a member of staff announces the lockdown in person:

Everyone is to stay where they are if it is safe to do so. If possible, ring the police.

Teachers are to:

- Direct any students and adults to the nearest available lockable area
- Lock and barricade the door and close windows
- Lower or close any blinds
- Look for the ‘safe’ corner and assemble there
- Turn out the lights and switch off the computer monitors
- Keep students calm and quiet
- Turn mobile phones to silent
- Be aware of potential exits such as windows, fire doors
- Carry out a head count and phone the police with the number of children present

Classes in the hall should move back to their own classroom or the nearest class to them

If children and staff are outside the school building, they should use the ‘stay safe’ principles.

If the threat happens at lunchtime then supervisors outside should use the ‘stay safe’ principles. Children in the hall should be moved quickly to the nearest possible lockable classroom away from the threat and external gates and doors locked. Staff who are able to should assist the lunchtime supervisors if it is safe for them to do so.

Office staff to lock the front door.

Stay in safe areas until directed otherwise by the police.

Try to avoid the need to open doors during lockdown, even in the event of a fire.

Further directives will be given by the Police and / or SLT.

The Police or a member of SLT will inform the staff when the lockdown has been lifted.

If an evacuation occurs, all persons will proceed accordingly to the fire drill protocol, unless otherwise directed.

Potential exit routes: Gates onto the Infant's playgrounds, or the use of the main infant gate.

Action:

- Call the Police
- Identify yourself and the schools address
- Describe the situation
- Describe any injuries
- Stay on the line and continue to provide information
- Explain the safe approach (routes/entrance) for the Police
- Advise police where they will be met if possible
- Begin to document times and event in relation to the incident

If you are on a school trip, the above will also be followed and you will need to ensure that you follow the guidance of the staff at the venue. You must always make sure the school are aware so that protocols at school can also be monitored and followed parents informed.

School will ensure that they have the following to take with them if the building is evacuated:

- Contact details for all parents either that can be accessed through Arbor by office staff or using staff in the Lamport office for InMAT.
- Arbor will be used as a method to communicate with parents/carers and this will be followed up with phone calls and emails through Arbor.
- First Aid kit.
- Medication for all children (staff in classrooms to do this and office staff to take it if staff haven't).
- Contact numbers for InMAT and for external visitors to the school.
- The school will make arrangements to locate to the Midland Band Club or the Park if the school is needing to be evacuated.
- Up to date class lists that are printed directly from Arbor to ensure they are up to date and then given to staff to use.

Stay Safe Principles

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

Bomb Threat Actions

Phone:

- 1: Remain calm and talk to the caller
- 2: Note the caller id or number if it is displayed
- 3: See actions if the threat it via social media or email
- 4: Record the exact wording

Ask:

- 1: Where exactly is the bomb right now?
- 2: When is it going to explode?
- 3: What does it look like?
- 4: What does the bomb contain?
- 5: How will it be detonated?
- 6: Did you place the bomb? If not, who did?
- 7: What is your name?
- 8: What is your address?
- 9: What is your telephone number?
- 10: Do you represent a group or are you acting alone?
- 11: Why have you placed the bomb?

Record the time of the call.

Note anything about the caller e.g....accent, voice, gender, manner of speech

Note any noises you hear in the background of the call

Bomb threat is via email or social media:

- 1: DO NOT reply to, forward or delete the message
- 2: If sent via email then note the address
- 3: If sent via social media, what app has been used and what is the username
- 4: Dial 999 and follow police guidance
- 5: Preserve web log files prior to and after the threat occurred.

In the event of a bomb threat, however implausible it seems, sound the fire alarm and evacuate the building. Call 999 and follow police procedure.