



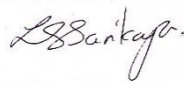
**THE ST. BART'S  
ACADEMY**  
— TRUST —

**Lockdown  
Policy and Procedure**

**April 2023**

## The St. Bart's Academy Trust

### Lockdown Policy and Procedure

<b>Produced Date:</b>	<b>April 2023</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>April 2026</b>	

Date	Section Amended	Signature



## Contents

1.	Rationale.....	4
2.	Notification of Lockdown .....	4
3.	Procedures .....	4
4.	Staff Roles .....	5
5.	Communication with Parents .....	5
6.	Example Article .....	5
7.	Lockdown Drills.....	6
8.	Review .....	6
<b>Appendix 1 – Lockdown Plan.....</b>		<b>7</b>

## 1. Rationale

As part of our Health and Safety policies and procedures, the Academy has a Lockdown Policy.

On very rare occasions, it may be necessary to seal off the Academy so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the Academy grounds or outside the Academy in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised person's intent in causing harm/damage or environmental reasons e.g. nearby chemical spillage. The Principal may also be alerted to implement the Lockdown procedure by an alert through the national Emergency alerts system.

## 2. Notification of Lockdown

Staff will be notified that lockdown procedures are to take place immediately through the use of signals outlined in **Appendix 1 – Lockdown Plan**.

- **Air horns – short bursts from air horns around school**
- **The school bell (3 x 10 second bursts)**
- **Two way radio between office and site staff**

## 3. Procedures

Follow the **CLOSE** procedure:

**C**lose all doors, windows and blinds.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing attention.

**E**ndure. Be aware you may be in lockdown for some time.

1. The above signal will activate a process of ushering children from outside the building into the building. If it is not safe for people outside to return indoors, they will be directed to a safe assembly point. Staff to ensure that all external doors are locked, once all pupils are inside.
2. Staff will ensure that children in classrooms are positioned away from possible sightlines of external doors/windows. Lights, Smart boards and computer monitors to be turned off. Mobile phones are to be put on silent mode.
3. Children, or staff not in class for any reason, will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged. Visitors are to be escorted by a staff member to the nearest safe area.
4. Staff to support children in keeping calm and quiet.
5. Roll call should be taken to identify any children not accounted for. Staff notify the Principal if any pupils, members of staff or visitors are not accounted for via two-way radio or mobile phone, and an immediate search is instigated by the Principal, where appropriate and safe to do so.

**MOVEMENT AROUND THE SCHOOL SHOULD BE KEPT TO A MINIMUM**

6. Staff to remain in lockdown positions (See Lockdown Plan) until informed by key staff or the emergency services e.g. Senior Leadership Team, or Office Staff in person that there is an all clear.
7. The Principal will keep in contact with the relevant emergency services to assess the best course of action in respect of the incident.
8. The rest of the building is evacuated to a designated evacuation point if someone is taken hostage on the Academy site.
9. As soon as possible after the lockdown, staff to conduct a second roll call and notify the reception immediately of any pupils not accounted for.

## 4. Staff Roles

1. Office staff to ensure that emergency services are called if necessary.
2. Principal/Office Staff to ensure external doors and entrances are locked.
3. Staff to close classroom door(s) and windows. Nearest adult to check exit doors. Staff to block off any access points to safe areas by moving furniture to obstruct doorways.

## 5. Communication with Parents

In the event of an actual lockdown, it is advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should be given enough information about what will happen so that they:

- are reassured that the Academy understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the Academy as this could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the Academy as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the Academy to contact them about when it is safe to come to collect their children, and where this will be from.

Parents can be notified of the implementation of a Lockdown Policy and Procedure Practice via an article in the academy newsletter.

## 6. Example Article

*As part of our Health and Safety policies and procedures, the Academy has a Lockdown Policy.*

*On **very rare** occasions, it may be necessary to seal off the Academy so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the grounds or outside the Academy in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, proximity of dangerous animals, serious weather conditions, attempted access by unauthorised person's intent in causing harm/damage or environmental reasons e.g. nearby chemical spillage. Please be reassured that in the*

*event of a lockdown, the Academy understands your concern for your child's welfare, and that everything that can possibly be done to ensure your child's safety will be done.*

*During lockdown, it may be necessary to contact parents via the Academy's established communication network – text, and therefore you may receive the following text -*

***'...the Academy is in a full lockdown situation due to (situation). During this period telephones and entrances will be unstaffed, external doors locked and nobody allowed in or out...'***

*Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Academy as it may put them and their child at risk.*

- *Pupils will not be released to parents during a lockdown.*
- *Parents will be asked not to call Academy as this may tie up emergency lines.*

*If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.*

## **7. Lockdown Drills**

Lockdown practices will take place at least **once** a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

## **8. Review**

This policy and procedure will be reviewed every **three** years.

# The St. Bart's Academy Trust Lockdown Plan



<b>Academy:</b>	
-----------------	--

## Management and Control – Incident Response Team

Nominated person(s)	Responsibility
Principal	Incident Control Officer, Liaison with the emergency services
Assistant Principal	Deputy Incident Control Officer
Office Manager	Communications / Liaison with Parents
SLT Members	Pupil control

## Signals

<b>Signal for lockdown</b>	<ul style="list-style-type: none"> <li>Air horns – short bursts from air horns around school</li> <li>The school bell (3 x 10 second bursts)</li> <li>Two way radio between office and site staff</li> </ul>
<b>Signal for all-clear</b>	<ul style="list-style-type: none"> <li>Air horns – Long bursts from air horns around school</li> <li>The school bell (6 x 10 second bursts)</li> <li>Two way radio between office and site staff</li> </ul>

## Lockdown

<b>Specified Lockdown assembly room/s</b>	<ul style="list-style-type: none"> <li>Classrooms</li> <li>Hall</li> <li>Offices</li> </ul>
<b>Specified outdoor assembly area</b>	<ul style="list-style-type: none"> <li>St Frances Church, Sandon Road, Meir Heath ST3 7LH (01782) 398585</li> </ul>
<b>Academy Internal Communication arrangements</b>	<ul style="list-style-type: none"> <li>Air horn</li> <li>School bell</li> <li>Two way radios</li> </ul>

## Lockdown Procedure

Step	Initial response	Check	Time	Signed
1.	All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do. If it is not safe for people outside to return indoors, they will be directed to the outdoor assembly area.	<input type="checkbox"/>		
	Staff escort pupils and visitors to the nearest Lockdown assembly area.	<input type="checkbox"/>		
2.	Secure all entrance points (e.g. doors, windows) to prevent access to the school.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>Block access points (e.g. move furniture to obstruct doorways)</li> <li>Sit on the floor, under tables or against the wall.</li> <li>Keep out of sight and draw curtains/close blinds to avoid detection.</li> <li>Turn off lights, smart boards and computer monitors.</li> <li>Stay away from windows and doors.</li> <li>Put mobile phones on silent.</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils, staff members and visitors are aware of an exit point in case an intruder manages to gain access to the Academy building.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so.	<input type="checkbox"/>		
7.	Remain inside the Academy building until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		







# THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust  
c/o Belgrave St. Bartholomew's Academy,  
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP  
[www.sbmat.org](http://www.sbmat.org) T: 01782 486350

