



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

Lock Down Policy

Document Control

Document Ref:	MV050917	Date Implemented:	05/09/17
Version:	6	Date Modified:	12/10/21
Revision due date:	12/10/22	Date Modified:	03/03/22
Revision Due date	03/03/23	Date Modified	
Governor Committee and date (where applicable)	Site Committee		
Reviewed by:	MV	Sign and Date:	
Authorised by:	AW	Sign and Date:	

Related Documents/Policies

Reference	Title
	Health & Safety Policy
	Fire Drill Procedure

Martina Voisey Health & Safety Officer is responsible for reviewing and updating this procedure.

KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

Lockdown Plan

1. Events that may trigger a lockdown

The following will always result in a lockdown

- i. A reported incidence or civil disturbance in the immediate locality of the school which poses a risk to members of the school community.
- ii. A direct instruction from the emergency services.
- iii. An intruder or intruders on the school site with the potential to pose a risk to pupils, staff & visitors.
- iv. A dangerous animal gaining access onto the school site or in close proximity to the school.

The following may result in a lockdown

- i. A major fire in the vicinity of the school.
- ii. A warning being received regarding a local risk of air pollution e.g. smoke plume, gas cloud etc.

2. Reporting a situation that may result in a lockdown

- i. All staff have a responsibility to report a situation which may result in a lockdown, especially if it is covered in section one above.
- ii. On becoming aware of a possible lockdown situation the member of staff must immediately report the incident to the main school office by one of the following methods.
 - a. Going to the office in person.
 - b. Telephoning the main school office on by dialling 0 or using the emergency telephone number (07496 862829??)
 - c. Telephoning the Headmistress (0121 5542342 ext 223/ 07970 107329) or Deputy Head Teachers (Clare Berry ext. 226/07801 719099 Jacqueline Kendall ext. 266/ 07841 915 124)
- iii. If being notified by an external agency the office must immediately contact the most senior member of staff available, usually the Headmistress or a Deputy Head Teacher.
 - i. Any teacher not teaching or non-classroom-based support staff should go to the nearest room which can be secured from the inside if they are not already in a room which can be secured from the inside.
 - ii. Visitors to the school must remain with the member of staff who they are visiting during the lockdown.

3. The authority to activate a lockdown

- i. In most instances the decision to activate a lockdown will be taken by the most senior member of staff on site, usually the Headmistress or Deputy Head Teacher.
- ii. Depending on the situation it may be necessary to activate lockdown procedures without reference to a senior member of staff e.g. the office receiving a telephone call from the emergency services.
- iii. The receptionist should use the emergency button if approached by an intruder. This will trigger an alarm so that the lockdown signal can be activated.
- iv. In obvious instances e.g. an armed intruder gaining access to the site, staff with the means to do so must set off the lockdown alarm without reference to senior staff. Having set off the lockdown alarm they must contact the most senior member of staff on site, usually the Headmistress or a Deputy Head Teacher or the school office by any means possible.

4. Responding to the lockdown signal

- i. The alert system should be used to alert students and staff with a siren and the announcement: "Partial lockdown" or "Full Lockdown"
- ii. A message will also be sent to all computer screens on site and a text and email sent to all staff.

Partial lockdown

Immediate actions:

- iii. All outside activity to cease, with students and staff returning indoors. All outdoor P.E. students to go to the nearest available building: Centenary Room or Sports Hall. Students in the Gym should go to the changing room, and those in the Dance Studio to the Sports Hall.
- iv. All students and teaching staff to remain in their current rooms. Any students not in their scheduled classrooms must return there immediately. However, if this means moving to another building, students should report to the nearest member of staff.
- v. In the event of a partial lockdown being signalled before school or during assembly, all students must go to their form room (if this does not mean moving between buildings), where tutors will register them. Other students should report to the Hall or designated room in the building in which they are situated. A poster in each classroom and foyer will provide further instructions.
- vi. In the event of a partial lockdown being signalled whilst staff are meeting in the Music Block, staff must not leave the building until told it is safe to do so. Instructions for staff and students will be given via the tannoy system/school comms.
- vii. In the event of a partial lockdown being signalled at break or lunchtime, students must enter the nearest building and locate a member of staff or the lockdown notice on the wall for instructions.

- viii. In the event of a partial lockdown being signalled after school, all pupils should be taken to a specific room in each building e.g. Hall, Library mezzanine, Music upper floor or Sports Hall.
- ix. It may not be possible for staff to register students. Any missing students will be located by the Incident Management Team using CCTV.
- x. External windows must be shut.
- xi. Any external door not controlled by the tag system must be locked from inside.
- xii. In the event of an air pollution issue, air vents will be closed wherever possible.
- xiii. An ongoing risk assessment will be conducted, based on advice from the Emergency Services, which will be shared with staff as appropriate.
- xiv. School email and the tannoy system will be the channel of communication to staff. Staff must check their email communication regularly.
- xv. Free movement may be permitted within the building, dependent upon the circumstances, but this will be indicated by email/tannoy/message to each classroom or designated room.

Full Lock down

Immediate actions:

- xvi. In addition to all the measures employed in a partial lockdown, All students in vulnerable ground floor spaces where possible should be moved upstairs. Vulnerable spaces include:
 Sixth Form Ground Floor - move to classrooms upstairs*
 Centenary Room – move to changing rooms
 Design Block – D4
 Study centre – D3
 Dining Block – Remain in Dining hall
 Library – move to mezzanine level*
 Dance Studio – move to Sports Hall
 Gym – move to changing rooms
 Music Ground Floor – move to main keyboard Room
 Music first Floor– remain
 Locker Room – move to Drama
 DB7 – remain in classroom
 Learning Hub – remain in Learning Hub

 *Any persons on Site with limited mobility should move to:
 Library - move to staff kitchen
- xvii. Staff should lock classroom doors from the inside or with a key. If blackout material is available it should be placed on any glass in the classroom door. If it is not available, the teacher should direct all students to a place within the room where they cannot be seen from the door. Students should be instructed to remain calm and quiet, to sit on the floor under desks if possible.
- xviii. Windows closed, doors locked and blinds drawn.

Students are not permitted to use mobile phones or to leave the room for any reason and this must be monitored closely by supervising staff.

5. Communication

- i. Communication to staff will be via the tannoy system/school comms.
- ii. If necessary, most senior member of staff present on site, usually the Headmistress or Deputy Head Teacher will contact the emergency services.
- iii. Staff and students remain in lockdown until it has been lifted by a member of the Senior Leadership Team or the Emergency Services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. "End Lockdown" will be communicated via the tannoy/school comms.
- iv. During the lockdown, staff must not make unnecessary calls to the Incident Management Team or the administrative office as this could delay more important communication.
- v. The ending of the lockdown will be the decision of the most senior member of staff, present on site, usually the Headmistress or Deputy Head Teacher.
- vi. If the fire alarm is set off by a member of the Incident Management Team, this will be confirmed beforehand by an announcement via the tannoy. Follow any tannoy instructions.
- vii. Parents will be communicated with about the lockdown at the first available opportunity and as soon as the lockdown has ended.
- viii. The most senior member of staff present on site, usually the Headmistress or a Deputy Head Teacher will communicate the situation to the Chairman or Vice-Chairman of Governors and to the Executive Director of the King Edward VI Foundation.

6. Training for a lockdown

- i. During the first week of the new academic year all form tutors will go through the lockdown procedures with their form.
- ii. All staff will receive training in the school's lockdown procedures at the start of each academic year and as part of the school's induction programme for new staff.
- iii. Teachers from supply agencies will be informed of the school's lockdown procedures by the Cover Manager on their first day at the school and given a brief written summary of the school's procedure in the event of a lockdown.
- iv. The lockdown procedures will be enacted at least once each academic year. The practices will be managed by the Headmistress, Deputy Head Teachers & the school's Health & Safety Officer.
- v. Following each lockdown, including practices, the Health & Safety Officer and/or Headmistress will write a report for the Governors' Site Committee recommending any changes to the existing procedures.

8. Other issues

- i. All staff must have a key to any room which they use on a regular basis especially in instances where the room cannot be locked from the inside.
- ii. It will be regularly emphasised to staff that they must inform the school at the earliest opportunity if they change their mobile telephone number.
- iii. It will be regularly emphasised to staff of the need to keep their school tag, keys and mobile telephone to hand at all times while they are on school premises.

This plan will come into force on 1st September 2017 and will be reviewed annually by the Governors' Site Committee.