

# Lockdown Procedure & Policy

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Lockdown procedures are to be followed where it is safe and practical to do so. Staff should always prioritise the immediate safety of themselves and pupils and may adapt actions based on the circumstances. Staff are authorised to exercise professional judgment during a lockdown. Any reasonable decision made in good faith to protect life and safety will be supported by the school.

Situations may arise where full lockdown procedures are not appropriate, such as when evacuation presents a safer option or when staff and students are not in a secure location.

## Rationale

As part of our Health & Safety and Safeguarding policies and procedures, the school has a Lockdown Policy. This policy is implemented in accordance with the school's duty of care and workplace health and safety obligations.

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

A lockdown is implemented when there is a serious security risk to the premises due to, for example:

- near-by chemical spillage or environmental hazard,
- proximity of dangerous dogs,
- serious weather conditions
- attempted access by an unauthorised person with an intent on causing harm/damage.
- aggressive/violent intruder
- other threat as identified by the Senior Leadership Team (SLT)

## National Counter Terrorism Security Office(NaCTSO) guidance

This Procedure is based on the NaCTSO Guidance Note 1/2015 - Developing Dynamic Lockdown Procedures. It covers the sort of threats that the school may potentially be subjected to e.g. aggressive or violent intruder, dangerous animals, chemical or environmental incident. However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principles of the **Run>Hide>Tell** must be followed.

In January 2016 NaCTSO provided the following advice to leaders of schools and other educational establishments for reviewing protective security.

### **Bomb threats:** procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! **On receipt of a "bomb threat" – dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.**

### **What is dynamic lockdown?**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

## Lock Down Procedures

### Partial Lockdown (known as Code Blue) **Tannoy announcement of Code Blue**

Staff and students should remain in the school building and all doors leading outside should be locked by a member of OCS staff. No one should be allowed to enter or leave the building; however teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

#### Immediate Lockdown Actions

- All outside activity to cease immediately, students and staff return to the building, if safe and practical to do so.
- All staff and students remain in the building and external doors and windows locked.
- Depending upon circumstances, free movement may be permitted within the building. This judgement to be made by Teachers in charge of their classes / SLT.
- Whoever sees the threat first should inform the Police there is an emergency and sharing important facts and details of the threat. (999 for Police & other emergency services)
- When safe to do so, Head's PA will contact the other relevant services:
- Keelmans Way School
- South Tyneside Council (office hours) 0191 427 7000
- CCTV room – 0191 4239913
- Environment Agency - 0800 80 70 60
- SEND Transport Team 0191 427 7000

#### Air pollution or chemical, biological or radiological contaminants

- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

All situations are different. Once all staff and students are safely inside, if possible, SLT will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. A 'partial lockdown' may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### Full Lockdown (known as code Red) **Tannoy announcement Code Red**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Threats on site could include, but not be limited to; aggressive or violent intruder/parent/pupil; siege/hostage incident, dangerous animals, armed incident, terrorist incident, chemical or environmental incident. The aim of a full lockdown is for the school and its rooms to appear empty.

Staff will be notified that lockdown procedures are to immediately take place on hearing:

- The lockdown alarm alert (panic button) located at the reception desk. The alert will be raised by the nearest member of staff at reception.
- When safe to do so, staff inform the Police there is an emergency and share important facts and details of the threat. Emergency Services would prefer to receive multiple calls rather than the school relying on one / a small group of people to do this extremely important call. (999 for Police & other emergency services)
- When safe to do so, Head's PA or admin staff will contact the other relevant services:
- South Tyneside Council (office hours) 0191 427 7000
- CCTV room – 0191 4239913
- Environment Agency - 0800 80 70 60
- SEND Transport Team 0191 427 7000

### **Immediate Lockdown Actions for code red**

All outside activity to cease immediately, students and staff to return to the main building immediately, if safe and practical to do so.

- **See attached movement plan for each part of the school. This should be followed if safe and practical to do so for whatever part of the school you find yourself / pupils in your care in.**
- Ensure all doors and windows are closed.
- If the lockdown occurs before or after school, the movement plan should be followed if safe and practical to do so.
- During breaks or outside classes, people will need to proceed to the closest entrance and then follow the movement plan for that area, if safe and practical to do so.
- External doors are locked by a member of OCS staff.
- Classroom doors should be locked by a member of staff in the room. If a key is not available, furniture should be put up against the door as a barrier. Even if the door is locked, where available, furniture should be pushed up against the door.
- If available, windows should be locked with the blinds drawn and internal door windows covered (so an intruder cannot see in).
- Students/staff sit quietly and where possible in a location that is out of sight, away from doors and windows. If possible, place furniture around the staff and students and pupils to be under tables, etc in the room.
- Lights, smartboards and computer monitors turned off.
- Mobile phones switched to silent. They will be used to communicate between members of staff. If possible, staff take their phone with them into the safe area.
- In each lockdown area, nominate 1 member of staff to act as a liaison person (someone who has their mobile phone with them).
- Take a register of all students/staff in each classroom/office which is passed onto the **Whatsapp group via the liaison person for your area.**
- Only communicate key information such as the register has been completed and only pass on details of students/others who are missing.
- Staff should await further instructions.
- Staff with class will be responsible for ensuring pupils are moved to safe areas following the movement plan.
- Visitors to school - staff member who is working with the visitor is responsible for ensuring the visitor is moved to a safe area.

### **Communication expectations**

Communication should occur when safe to do so. Lack of communication during a lockdown will not be considered a failure to follow procedures.

### **Lockdown Leader Responsibilities [Headteacher or Senior Deputy Head in absence]**

- Follow movement plans.
- Call 999 immediately with lockdown information.
- Call other services with lockdown information.
- Coordinate with all named staff lockdown staff via Whatsapp group
- Collect role call information promptly 10 minutes after lockdown was initiated.
- Liaise with staff and gather information via Whatsapp group
- Undertake dynamic RA at all times and not move about school if not safe to do so
- Initiate the all clear after confirmation from the Emergency Services.
- Debrief with all parties after the event.

### **SLT must:**

- Follow movement plan.
- Keep in contact with staff via Whatsapp group
- Compile list of any missing students or members of staff

### **General advice**

- Do not lock fire exits with a key in case you need to escape in an emergency. Schools will usually have suitable mechanisms for securing doors that are easy to overcome from the inside e.g. thumb turns. If a key has to be used because of an immediate threat, ensure it is not removed from the lock.

- Keep mobile phones available but on silent

### OSC Roles

- Lock main doors, school gates provided it is safe to do so.

### School Staff

- When located in a safe area according to the movement plan, pull blinds down, switch lights off, switch computers and whiteboards off. Use any available furniture to barricade doors. Stay away from windows and doors and if possible, use spare furniture / desks to hide behind / under.
- If a lockdown occurs over break or lunchtimes all available staff to assist in getting the students into the school building and to remain indoors, following the above procedures. Staff to take themselves and children to the nearest space according to the movement plan.

### **NO ONE IS ABLE TO SIGN OUT OR LEAVE THE PREMISES DURING A LOCKDOWN WITHOUT PRIOR AGREEMENT FROM THE HEAD TEACHER**

All situations are different. Once all staff and students are safely inside and located in a space according to the movement plan, senior staff will try to conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.

### Communication with parents

If necessary, parents will be notified as soon as it is practical and safe to do so via the school's established communication network - emails/messages through Arbor/class Dojo messaging service. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. **Students will not be released to parents during a lockdown.** Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lockdown, if practical and safe to do so, parents will be notified and will receive information about the time and place students can be collected.

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in school should these very rare circumstances occur.

### Lockdown Debrief & Review

- Debrief for staff/students to be given by the Head Teacher as soon as possible after the incident.
- Parents to be informed via a meeting and letter as soon as practical after the incident.
- The Head Teacher will gain advice from Media at the Local Authority giving out any further information on the website, to the media, etc.
- Incident report to be completed by Head Teacher on a reporting mechanism, eg, STC H&S Incident & Accident form

### Lockdown Drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff will be debriefed so improvements can be made if necessary. Procedures will be reviewed after incidents or drills to support continuous improvement.

Approved	January 2026
Next review	January 2027

# Lockdown Movement Plan

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Lockdown procedures are to be followed where it is safe and practical to do so. Staff should always prioritise the immediate safety of themselves and pupils and may adapt actions based on the circumstances. Staff are authorised to exercise professional judgment during a lockdown. Any reasonable decision made in good faith to protect life and safety will be supported by the school.

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- If the lockdown occurs before or after school, the movement plan is to be followed.
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- External doors are locked by a member of OCS staff.
- Classroom doors should be locked by a member of staff in the room.
- Windows should be locked with the blinds drawn and internal door windows covered (so an intruder cannot see in). Where available, furniture should be pushed up against the door.
- Students/staff sit quietly out of sight and where possible in a location that is out of sight, away from doors and windows. If possible, place furniture around the staff and students.
- Lights, smartboards and computer monitors turned off.
- Mobile phones switched to silent. They will be used to communicate between members of staff. If possible, staff take their phone with them into the safe area.
- In each lockdown area, nominate 1 member of staff to act as a liaison person (someone who has their mobile phone with them).
- Take a register of all students/staff in each classroom/office which is passed onto the via **Whatsapp group via the liaison person for your area.**
- Only communicate key information such as the register has been completed and only pass on details of students/others who are missing.
- Staff should await further instructions.
- Staff with class will be responsible for ensuring pupils are moved to safe areas following the movement plan.
- Visitors to school - staff member who is working with the visitor is responsible for ensuring the visitor is moved to safe area.

Please familiarise yourself with the “safe area” allocated nearest to you at the start of a lockdown scenario. This must be followed at all times. Please do not attempt to go back to “your class” or “your office” if a lockdown situation is called.

Area / Code	Safe Space
<b>Reception / Admin</b>	
Head Teacher and Head's PA	Move to kitchen
Main meeting room - B0008	Stay in room
Admin /reception areas	Move into kitchen

Area / Code	Safe Space
Rooms in admin corridor (including OCS office)	Stay in rooms If possible: Go into Sensory Room B0019
ICT Technician room / caretakers room	Stay in rooms If possible: Go into store room B0026
Visitors using meeting room in admin corridor	Stay in room - someone in the corridor to inform there is an immediate risk and to stay in room. Visitors in these rooms will be informed of the movement plan if using the room.
Immersive Room, A0026	Stay in room
<b>Lifeskills</b>	
Lifeskills kitchen & lifeskills room (ironing room)	Into B0122
Lifeskills B0111, B0105	Into B0122
Break-out room	Into B0122
Lifeskills sensory room	Stay in room
Hub area (through doors)	
Hub classrooms B0115, B0123	Stay in room
Hub area (through other doors)	
Meeting room B0109 Classroom B0113	Stay in room If possible: Into B0114
<b>Upstairs corridor</b>	
ICT Room, B0102 PSHE room B0101	Stay in room
<b>Downstairs open area</b>	
Dining Hall	Move to kitchen area, pull shutter down, B0030
Street	Go to nearest pod / safe area
Assembly hall	Move into A0021 Soft Play
Soft Play	Stay in room
Cafe	Stay in area / move into Food Tech, pull shutters down
Food Tech	Stay in room
<b>PE Corridor</b>	
Rebound C0001	Move to back room
Fitness suite C0002	Stay in room
Sports Hall	C0017 PE internal store room

Area / Code	Safe Space
PE corridor, changing rooms	Stay in rooms
<b>Phase 1 Pod</b>	
Blue Class Phase 1 staff room	If safe to do so, move to Green class
Green Class	Stay in room
Peach Class	Stay in room
Phase 1 library	Move to Peach Class
Sensory Room D0001	Stay in room
Utilise Teacher cupboard if appropriate	
If appropriate, pod door to be locked and barricaded by spare furniture	
<b>D Block upstairs</b>	
Staff / therapy room D0110	Into Senior Deputy Head Teacher Room
SDHT	Stay in room
D0118	Into D0115
D0101	Stay in room - move to back area
D0012	Stay in room
Play Therapy	Move into Pink 0012
If appropriate, pod door to be locked and barricaded by spare furniture	
<b>E Block upstairs</b>	
MAKW	Move to DHT office
DHT	Stay in room
E0118	Move to E0115
E0101	Stay in room - move to back area
E0112	Stay in room
Meeting room 9113	Move to E0112
If appropriate, pod door to be locked and barricaded by spare furniture	
<b>6th Form</b>	
Move into internal areas	
Anywhere in 6th form	If possible move into K Mitchell room If too many people, spread around the 3 internal room K Mitchell room M Robson room Large room  6th form storage room could be used

Area / Code	Safe Space
If appropriate, pod door to be locked and barricaded by spare furniture	
<b>Upstairs corridor</b>	
Science A0113	Move into lab at back of room
A0116	Stay in room
A0117	Stay in room
<b>Practical Magic</b>	
Recording studio E0009	Stay in room
DT	Stay in room
Art	Stay in room
Music	Stay in room
E0017 Studio	Move to Music
If appropriate, pod door to be locked and barricaded by spare furniture	
<p><b>Transport AM</b>  Students who are already out of their vehicle should come into school immediately through the hall door (or nearest entrance).  Students who are already in their vehicles to stay in it. Drivers would then drive away from the school, park up in a safe area and contact SEND Transport 01914277000 to inform them of the risk.</p> <p><b>Transport PM</b>  If students are in their vehicle - stay in there and the driver would then drive away from the school. Park up in a safe area and contact SEND Transport 01914277000 to inform them of the risk.  Students who are walking to their vehicle should be taken back into school by the nearest safest entrance.</p>	
<p><b>Outside grounds</b>  If appropriate, enter building by nearest entrance and go to nearest designated safe place.  If this is not appropriate, find alternative safe area within the grounds (eg woodland walk) or if safe to do so, leave the premises and call 999 for assistance.</p>	
<p><b>Trips out</b>  If you are part of a trip out of school, if safe to do so, you will be informed of the alert via the Whatsapp group. You should stay away from the premises until you are informed it is safe to return.</p>	

# Student Lockdown Guide

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## What is a lockdown?

A lockdown is a safety procedure we use when there might be something happening **outside or inside the school** that means we need to stay in a safe place for a short time.

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### During a Lockdown, Students Should:

**Listen to staff** - Staff will tell you exactly what to do. Stay calm and follow their directions right away.

**Stay Quiet** - Being quiet helps you hear instructions and keeps everyone focused and safe.

**Stay in the Spot Staff Show You** - Your member of staff will choose a safe place in the room. Sit or stand there until they tell you it's okay to move.

**Don't Use Your Phone** - It's important to keep the room quiet. Your member of staff will communicate with the office. Parents will get information from the school when it's time.

**If You're Not in Your Classroom** - If a lockdown is announced and you're in the hallway, toilet or walking somewhere, go to the **nearest room with a trusted adult in** and follow their instructions.

**How Long Does a Lockdown Last?** Hopefully not long. Stay with your member of staff until an announcement says it's over.

**After the Lockdown** The Head Teacher will talk you through what happens next. If you feel worried or have questions, it's totally okay, just ask a member of staff.

**Remember** Lockdowns are about **keeping everyone safe**. Practicing them helps us stay prepared, just like any other safety drill.