

Manchester Communication Academy

Lockdown Procedure



with you, for you, about you.

This document has been approved for operation within	
Date of last review	
Date of next review	
Review Period	Every two years
Date of Trustee Approval	
Status	
Person Responsible for Policy	
Owner	Manchester Communication Academy
Signature of Approval	

Rationale

The purpose of these procedures is to provide instructions for staff in the event of an incident that requires whole school lockdown. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school emergency management plan.

Any procedures we establish must be realistic; in an incident staff and pupils will not have much time to seek an appropriate place to hide and there is likely to be widespread confusion or panic.

It is very unlikely that our school will ever need to implement a real lockdown but it is important for us to have arrangements in place to deal with such a situation.

Lockdown Procedures

Circumstances triggering a lockdown

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from:

- Someone who is out of control and threatens the safety of our pupils, staff or visitors
- Someone who has a gun or weapon;
- A violent intruder
- Hazardous chemicals outside the building;
- An extreme weather-related event
- A dangerous animal

Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site.

Alerting the school community

School bell – intermittent sounding bell now used not whistles.

- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation.
- The decision taken to impose a lockdown will be confirmed by the sound of **????**
- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher/senior person on site. Members of staff should make the decision to impose lockdown in an emergency situation where it is not practical to contact the Headteacher/senior person on site. There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the call to the office, and should not be delayed.

- Phonecall needs to be made to:

Response to lockdown alert

When an incident occurs the priority is to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Nobody will be allowed to enter the school site.

If the alert occurs during lesson time:

- All pupils inside the school should remain in their classrooms.
- Pupils on the school site but outside the buildings should be brought in immediately and go to **????** but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high-risk incident.

If the alert occurs before school, during break or lunchtime:

- Individuals should move to the nearest safe space, preferable one that is lockable. If that is not possible individuals should disperse, drop and cover.

Once the pupils are inside the buildings:

- Classroom doors locked, where a member of staff with key is present. Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so.
- Windows locked, lights, projectors and smartboards off and blinds drawn or posters put over the window in door.
- Pupils sit quietly out of sight (e.g. under desk or around a corner).
- Staff should encourage pupils to keep calm.
- Staff should inform pupils to put their phones on silent and to keep noise down.
- Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- If it is necessary to evacuate the building, this will be communicated directly by the emergency services directly to classrooms. In the event of an evacuation, normal fire procedures should be implemented, including arrangements for Fire Marshals to sweep the building, where it is safe to do so.
- Unless there is an intruder in the building, the premises staff should lock all external doors and close all shutters as quickly as possible.
- If the fire alarm sounds during the lockdown, nobody should evacuate as this may be set off by an intruder. It is safer to stay locked down. In the event of a fire being discovered the emergency services should be informed.

Communication during a lockdown

- Communication during a lockdown situation should be limited to urgent/high priority communication only. Staff should refrain from seeking to make unnecessary contact with Senior Leadership, as this may block channels of communication with emergency services.
- Senior Leadership will communicate using mobile phone.
- Communication with emergency services should commence as soon as practical following the lockdown alert.
- The member of staff raising the alert should contact Reception and ask a member of the Admin team to contact the emergency services. If the Admin team are not available to complete this task, the person raising the alert should contact the emergency services directly.

Parents will be notified and updated as soon as is practical using the Academy's text messaging system. Please know that depending on the type and severity of the incident, parents may be asked not to collect their children from school as it may put their child at risk Pupils will not be released to parents during a lockdown situation, and parents are asked not to call the Academy as this can block communication lines with the emergency services.

Academy recovery following a lockdown

Deactivation of lockdown will be announced through **??????** once this has been approved by the Head of School/most senior person on site. SLT will then move round the school to pass this message on throughout the building.

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication with parents is vital.