

Seaford Head School

Achieving Excellence Together



Security Lockdown Procedure

This procedure is based on DFE guidelines and has been modified to take account of the school's context and provision being made across 3 sites. The fire drill procedures are embedded and well understood across all three sites but the lockdown drill is less established. This document outlines the general procedure but individual staff need to be flexible as they take responsibility for themselves and their teaching groups. The nature of the response will be determined by the threat and a dynamic risk assessment could suggest that in certain circumstances a run/ hide/ tell approach is more appropriate than following the lockdown procedures. Wherever possible, communication should be maintained with the relevant crisis management team.

Staff responsibilities

STAFF MEMBERS	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher – overall responsibility for protective security and preparedness	overall responsibility for protective security and preparedness across all three sites	<i>held by Crisis Management Team</i>
School Business Manager	Overall responsibility for premises across all 3 sites	Walkie talkie – channel 2
Crisis Management team on AS – this includes the hub Leaders from: SL, BE, IWG, DHM, SWI and LK	Decide on the type of response needed and co-ordinate the response. Ensure the plan is followed, record actions taken, and maintain contact with the emergency services. Escort visitors to an agreed safe place – (admin) Communicate with parents	Walkie talkie – channel 2
Crisis management team on SS Leaders from: LK, SL, BE, ESP and DMG	As above	Walkie talkie – channel 2
Crisis management team on S6H Leaders from SAB, BRM, BE, SL and CCZ.	As above	Internal telephone system
Teachers and support staff	Bring class pupils to classroom or other place of safety and follow the lockdown procedures. Take register and stay with pupils. Maintain contact with the crisis management team	Staff email
Premises Staff	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this – Sally Laidlaw)	On – call caretaker Walkie talkie – channel 2

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
• Dedicated continuous 'lockdown' alarm tone (Premises) • Pop up on all computers and internal messaging systems • Email from the crisis management team • Word of mouth	• If the lockdown alarm is used, it will only be stopped when the emergency is over. • An email will be sent out by the crisis management team to all staff
Security lockdown plan Our safe assembly points	Usually, the obvious place to lockdown is in classes. Staff who deliver sessions in other spaces should identify an appropriate lockdown space. Visitors will be locked down in the reception spaces. An alternative space could be used depending on the threat and cause of the lockdown. For example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the hall or sports hall. This decision will be taken by the crisis management team but the assumption should be made that lockdown takes place in teaching/ office spaces.
Secure entrance and exit points	This will be managed by the SBM and premises teams (often remotely) who will take instruction from the crisis management teams. The SBM is able to activate this immediately.
Bring pupils inside	If it was necessary to operate a lockdown at break time, the alarm would sound in the usual way and duty staff would take pupils into the building immediately and direct them to their classroom for their next lesson. Staff should move immediately to their next lesson and take responsibility for the lockdown in that area. Registers should then be taken in the usual manner. During the lockdown entry gates are locked and the alarm should stop students entering the site. The attendance team would be locked down in their office and could communicate information to the relevant crisis management team regarding student attendance.
Steps to increase protection	For example: • Lock and if possible, screen doors – the school is currently exploring the cost of screen blinds. • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Internal communication during a lockdown	Through walkie talkie and email. Due to the split site nature of the school, it is not appropriate to only use silent communication to warn of a lockdown.
Communication with parents/carers during a lockdown	A combination of text, edulink and email would be used as directed by the crisis management team who are responsible for that site. We could also ask parents/carers not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.
Arrangements for pupils or staff with additional needs	The crisis management team for the relevant site will identify students and staff who require specific arrangements (PEEPS).
Lockdown duration	According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted. At this point the alarm will be turned off. The senior member of staff will be the lead member of the crisis management team for that site.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	The evacuation would be communicated through email or word of mouth as directed by the Lead member of the crisis management team. It could also be the result of a dynamic risk assessment being carried out by an individual staff member. Where will you go? S6H and AS students will go to SS – playground or sports hall. SS students would go to AS main hall or playground Email communication between the crisis management team and SLT on the welcoming site to make the necessary arrangements
Security lockdown drills	There will be 1 full drill every year. Students and staff will talked through the arrangements at the beginning of every term. Assemblies and an annual letter to parents and carers ensure that all stakeholders are aware of what is involved in a lockdown drill.

Lockdown drill action check list

The checklist below is used to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, these listed actions will help us to ensure that nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		