



LOCKDOWN POLICY

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INTRODUCTION

The safeguarding and the safety of our community is paramount. We continue to consider our practice and approach to events that are very unlikely to occur, such as the need to lockdown the College.

What is a lockdown and when would we carry it out?

A lockdown is a standard health and safety procedure, like a fire drill. It would be actioned if there was a threat to the safety of students, staff, and others in the College and when it is safer for everyone to remain in the College than evacuate. This is known as lockdown. The aim is to keep the College community safe by confining them to a secure place of safety.

Situations where our lockdown procedure could be used include (not an exhaustive list):

- A potentially dangerous person on the College site.
- A disturbance or dangerous situation in the local community that could affect the College.
- A nearby chemical incident or other risk of air pollution.
- An incident related to terrorism.

Our procedure

Our lockdown procedure is as follows:

1. The call for lockdown to be given by the senior member of staff who has identified the danger (Run, Hide, Tell).
2. There will be a lockdown alarm where either we will ring the fire alarm (Intermittent one second rings) and/or staff will shout, **LOCKDOWN** to alert students and staff of an emerging danger.
3. Classroom teacher takes control of their room. If a staff member is present, they will use tables and chairs to block the classroom door to prevent entry if possible.
4. Students, upon hearing LOCKDOWN, will stay inside their classroom.
5. If a student is in a toilet/corridor, they are to hide in silence locking the door.
6. The College will make students secure by staff closing windows and blinds, moving students away from windows, asking them to sit on the floor out of sight, and telling them to stay silent.
7. Staff, including the Site Team, if working close to an entry point to a building will attempt to lock the door if it is known that the intruder is not inside.
8. The emergency services will be called and lead the College response.
9. Once secure, the College email system will be used to communicate.

Instructions for parents in the event of a lockdown

- We will inform parents as soon as it is safe to do so under the guidance of the emergency services.
- Parents should not attempt to call or come to the College, as this may hinder the College's effort to contact and work with the emergency services.
- Parents should not discuss the event on social media, as this may spread false information and create panic.
- Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone.
- If the lockdown continues beyond College hours, we will follow emergency services advice.