

## SSPA Lockdown Policy.

A **dynamic lockdown** is the ability to quickly restrict access & egress to a site or building (or part of) through physical measures in response to a threat.

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Lockdown procedures should be seen as a sensible and proportionate response to any incident which has the potential to pose a threat to the safety of staff, pupils and members of the public.

## Lockdown Procedure

All adults have a duty to protect children to the best of their ability and to respond to a situation in the best way they can. In doing so they are also trying to keep themselves as safe as possible.

Through the above measures, every effort has been made to make the holiday club safe. The Lockdown procedure will be activated only if these measures are breached and there is an intruder/s on the school site *with the potential to pose a serious risk* to staff and children.

In order to initiate the lockdown procedure, all staff will be trained.

In devising a Lockdown procedure it is not possible to cover every eventuality. How we respond to a situation will be determined by the circumstances including where staff and children are located on the school premises at the time of the incident and by any additional information we may have.

Staff will be alerted to the activation of the lockdown procedure through a code on the walkie Talkie Radio – The staff member activating this will say – Lockdown, Lockdown, Lockdown. On hearing this they should either attempt evacuation or lockdown in the school sportshall depending on their location. The first option should be locking down in the Sportshall. A key for the sportshall will always be kept with the registers so staff can lockdown in there.

### Evacuation

- If on the field, members should be evacuated through the front gates of the school to the front car park if locking down in the sportshall is not a safe option.
- If in the gym, members should evacuate through the fire doors then round the school to the front car part if locking down in the sportshall is not a safe option.
- If in the cafeteria, members should evacuate through the glass doors and round to the front car park if locking down in the sportshall is not a safe option.

### Sportshall lockdown

- Lock and, if possible, block doors
- Secure the windows
- If possible, open e-mail or access mobile phones ready to receive any instructions by group e-mail or group text
- Once in lockdown mode, if possible, staff should notify emergency services any not accounted for via mobile phone.
- Staff should encourage the children to keep calm
- Staff will immediately alert and then maintain communication with the Emergency Services
- Where possible, the office will inform staff (via text/email) of Emergency Service response and advice
- The *only* signal for all clear will be verbally from a designated lockdown initiator (Lead Staff Member on the day) or via a member of the emergency services visiting the room.

If a situation arises where an adult discovers possible danger from an intruder and no alarm has been sounded then they must seek to remove children from the imminent threat taking the best course of action available at that moment. If they are able to, they should alert others as quickly as possible and call the Emergency Services.

## Other emergency procedures

These would be put in place to respond to situations that do not warrant a dynamic lockdown. These could include:

- Civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- Warning of an environmental risk such as air pollution (smoke plume, Gas cloud etc.).

The use of the Lockdown alarm and procedure would not be applied to these types of emergencies as there would be time to communicate specific information to staff and take appropriate action as follows,

- All outside activity should cease immediately, pupils and staff should return to the building.
- All staff and pupils remain in the building with external doors and windows locked closed.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

Once all staff and pupils are safely inside and the school secured, staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and children.

## Communication between parents and the staff

School lockdown procedures will be shared with parents via the school website.

In the event of a full lockdown or other emergency procedure staff will take advice from the emergency services about when to communicate the situation to parents. The school will be mindful of the need to keep parents safe, to reassure them that all efforts are being made to keep their children safe and to provide regular updates via text once the situation has been explained.

## Training

All staff will receive training annually on the Lockdown Procedures. It will be a part of induction training for new staff. A termly alarm practice will be held *for staff only* to ensure they know the lockdown procedures.

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