



theHammond

LOCK DOWN POLICY

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school.

Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

Signal for lockdown:

Communication by designated site alarm, classroom telephones (where applicable), email and by verbal communication.

Signal for all-clear:

Verbally from designated leadership team member (see duty rota).

How to raise the alarm:

Anyone may raise the alarm should they believe a situation has occurred that endangers the lives of pupils, students and staff. A member of staff should raise the alarm by communicating with SLT via 07834 832982. The lead SLT will then initiate actions below.

Main features:

All classes to remain in their own classrooms;

Entrance points (e.g. doors, windows) should be secured;

Communication arrangements – email, school telephones, staff mobile telephones, verbally by LMT (where applicable).

Note:

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Initial response checklist - lockdown (e.g. in response to an intruder in the school grounds)

Tick / sign / time

LOCK DOWN PROCEDURE	TICK/ SIGN/TIME
L1 Ensure all students are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety by staff member with them. Students to take cover under their desks, where possible.	
L2 Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3 Dial 999. Dial once for each emergency service that you require	
L4 Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight - Draw curtains / blinds - Turn off lights Stay away from windows and doors Teachers will be responsible for the class they are teaching when a lockdown is announced.	
L5 Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building	
L6 If possible, check for missing / injured students, staff and visitors.	
L7 Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	

- Staff will be alerted to the activation of the plan through the designated alarm sound, classroom telephones, staff mobile telephones and verbal instruction.
- Students who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside, they should hide with staff as instructed.
- Those inside the school should remain in their classrooms.

- All external doors and, as necessary, windows are locked (depending on the circumstances). Internal classroom doors may also need to be blocked.
- Once in lockdown mode, staff should notify the school office via email or telephone, to instigate an immediate search for anyone who is missing.
- Staff should encourage students to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify School Support Service (see Critical Incident Policy).
- Parents will be notified as soon as it is practicable to do so via text messaging or phone call.
- Students will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via class telephones, email or staff mobile telephones.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Students should also be aware of the plan.

Partial Lockdown Alert to staff: 'Partial lockdown'

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 students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In this situation the LMT lead will visit the designated area of the school and will direct.

Immediate action:

- All outside activity to cease immediately, students and staff return to building. Staff will be alerted via verbal instruction and through the designated alarm sound.
- All staff and students will remain in the building and external doors and windows will be locked.
- Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different.

Once all staff and students are safely inside, senior 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 students.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. This will be identified through the sounding of an intermittent alarm.

Immediate action:

- All students stay in/ return to the nearest manned classroom.
- External doors are locked, and classroom doors are blocked.
- Windows are locked, blinds drawn, and students sit quietly out of sight (eg under desks).
- Register taken/head count - the school office will contact each class in turn for an attendance report via email and/ or staff mobile phones.
- Staff and students will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message sent via email and/ or staff mobile phones, where possible, to evacuate the building.
- During the lockdown staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by the school newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- do not come to the school. This could interfere with Emergency Services' access to the school and may even put themselves and others in danger.
- wait for the school to contact them about when it is safe for them to come to get their children, and where this will be from. Parents will be told '...the school is in a full lockdown situation. During

this period the switchboard and entrances will be un-manned, external doors locked and nobody will be allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.

Duty Rota:

	LMT LEAD
MONDAY	STEVE RYAN
TUESDAY	ROBERT BANNON
WEDNESDAY	AMANDA DOYLE
THURSDAY	JAMIE MORRIS
FRIDAY	JENNIFER ROSCOE

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