



# Dynamic Site Lockdown Procedures

## **ABOUT THIS DOCUMENT:**

Purpose: All schools should consider the need for robust and tested school dynamic lockdown procedures. 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.

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

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Agreed by Governors

SIGNED

Review Date:

DATE

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Parents should know that the school has a dynamic lockdown plan, and a copy will be placed on the school's website.

### **What is dynamic lockdown?**

Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

### **Stay Safe Principles**

Recent events in the UK and around the world remind us all of the terrorist threat we face. The current threat level for terrorism in the UK is SEVERE. This means that an attack is highly likely in the UK..

Police and security agencies are working tirelessly to protect the public but it is also important that communities remain vigilant and aware of how to protect themselves if the need arises.

The four minute film, Stay Safe: Firearms and Weapons Attack sets out three key steps for keeping safe. The film is accompanied by an online information leaflet. The film can be viewed by following this link <https://www.youtube.com/watch?v=WDiv-PwEde4>

### **Rationale**

All schools should consider the need for robust and tested school dynamic lockdown procedures. 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 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 examples are:

- a reported incident
- 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
- a dangerous dog roaming loose

### **NaCTSO (National Counter Terrorism Security Office) \*\*Guidance\*\***

In January 2016, NaCTSO provided advice to leaders of schools and other Educational Establishments for Reviewing Protective Security. This guidance has been used to inform the following procedures.

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

### **Lockdown Plan**

Staff will be alerted to the activation of the dynamic lockdown plan via:

- activation of the dynamic lockdown system and subsequent message "There has been an incident reported in the building, please await further instruction"

In this way classes will be informed without causing alarm to the students. Individual classes should acknowledge the alarm and should also check that their neighbouring class have heard. If there

is any doubt concerning any classes in the school, SLT will ensure that they are aware of the alarm. Staff members will be kept updated on the progress of any incident, and should keep radio use to a minimum until further notice.

The use of the fire alarm is strictly in case of a fire or evacuation and it directs students out of the building. It must **not** therefore be used in a lockdown situation.

A dynamic lockdown can be actioned by any member of the Senior Leadership Team ("SLT"). Any member of staff with a concern should contact SLT as soon as possible.

**It is important that people in school are familiar with these procedures. We shall therefore:**

- 1. Rehearse lockdown arrangements with all staff and pupils;**
- 2. Display lockdown drill information in every classroom alongside information relating to fire drills.**

In the case of a dynamic lockdown:

- Students who are outside of the school buildings must be brought inside as quickly as possible;
- Those inside the school should remain in, or return to, their classrooms.
- Front office staff to ensure front windows and doors are closed / locked, and the main reception door is closed and locked; reception staff to gather any information related to staff currently offsite and ensure that they have a radio to support later communication with senior leaders;
- Students not in classes for any reason will proceed to the nearest occupied classroom and remain in that class and teacher.
- Those outside the school must return to the building via the shortest possible route.
- All external doors and, as necessary, windows should be closed and locked (depending on the circumstances, internal classroom doors may also be locked). Blinds, if available, should be drawn;
- Front office staff will guide any visitors waiting in reception into a safe area – internal room in the administration area preferably a room without a window e.g pool changing room
- Once in dynamic lockdown mode, senior leaders will meet in the dining hall and arrange a sweep all internal corridors and staff should notify them immediately of any students not accounted for and possible areas to search (date and time of notification of missing student(s) should be recorded) and senior leaders will instigate a search
- Following the sweep, senior leaders will head to the nearest safe space with access to the school MIS and communicate via radio.
- Staff should use strategies based on their knowledge of their students to encourage the students to keep calm; the use of positive handling plans may be needed
- If needed, for instance if an intruder attempts to enter a class or office, students and staff should move elsewhere e.g. to the hall
- As appropriate, the school will establish communication with the Emergency Services as soon as possible – this will be done by senior leaders;
- Senior leaders will radio to the reception staff to gather information of staff and students that are working offsite. These staff will be contacted by the senior leaders and warned not to return until further notice;
- The school two-way radio and telephone system to be essential communication only.
- Senior Leaders to send a lockdown message to parents via class dojo
- Potential visitors will be contacted if possible, and made aware of the situation;
- Esther Bushell (Chief Operating Officer – 07741 855563) or Kevin Latham (Chief Executive Officer – 07825 915272) to be informed as soon as possible;

- Staff to remain in lockdown positions until informed by key staff, e.g. SLT or emergency services. A code word will be used by the key staff member to indicate that the situation is now all clear.
- No-one can leave the premises or site during lockdown procedures.
- Senior Leaders will verbally inform staff of the end of dynamic lockdown procedures.
- As soon as possible after lockdown, classes to return to own rooms and carry out a register and inform senior leaders immediately of any students not accounted for.

### **Communication with parents**

If necessary parents and carers will be notified as soon as it is practical to do so via the school's established communication network – Class Dojo to parents.

Parents will be told:

***'Daventry Hill School is in emergency lockdown following a situation on or near the school. During this period the office phones and entrances will be un-manned, external doors are locked and nobody is allowed in or out. Emergency services have been informed. Please do not travel to the site or attempt to call during this period. We keep you up informed on progress with this situation as soon as practicable.'***

Depending on the type and severity of the incident, parents and carers/school and college transport may be asked **NOT** to collect children from school as it may put them and their child at risk. Students will not be released to parents/carers/school and college transport during a lock down. Parents/carers will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents/carers/school and college transport will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents/carers will be sent home at the nearest possible day following any serious incident to inform them of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Emergency Services**

Lines of communication with Emergency Services will be kept open 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 decision of the Headteacher with regard to the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Emergency services in collaboration with the school trust will arrange assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

### **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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Staff will be alerted to the activation of the lockdown plan via:

- two-way radio system and the message "Calling all classes, return to base"
- school phone system and the message "Calling all classes, return to base"

Senior Leaders will form a dynamic incident control action plan and ensure that staff and student outside the building are able to safely return to classes.

### **Immediate action**

All outside activity to cease immediately, students and staff return to building.

All staff and students remain in building and external doors and windows locked.

Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff e.g use of toilets

The school entrance gates will lock automatically in the case of a full lockdown and external doors must be locked by staff. In the event of a partial lockdown external doors must be locked by staff.

All situations are different, once all staff and students are safely inside, senior leaders 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.

### **Lockdown Drills**

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and shared with staff so improvements can be made.

### **Conclusion**

The lockdown will be dealt with calmly, efficiently and effectively and with as little disruption as possible to students' education. The safety of all will be paramount. This policy must be read in conjunction with all other school policies that refer to the care, safety and welfare of children



## Dynamic Lock Down Grab Sheet

Signals	
Signal for lockdown	Alarm will be triggered with the message "There has been an incident reported in the building, please await further instruction"
Signal for partial lockdown	2-way radios and / or telephone call with message "Calling all classes – lock down, lock down"
Signal for all-clear	Senior Leaders will inform staff that the lockdown has ended. There will be no code word to indicate this.

Dynamic Lockdown	
Rooms most suitable for lockdown	All classes to remain in their own classrooms Other staff to use internal rooms or join the nearest class team
Entrance points (e.g. doors, windows) which should be secured	External doors, Internal doors All windows School gates
Communication arrangements	Classroom telephones, Two Way Radio, Class Dojo to parents Mobile telephones

Initial response - lockdown	Tick / sign / time
Ensure all students and staff are inside the school building. Class teachers are responsible for own class.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building	
Dial 999. Dial once for each emergency service that you require	
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 Staff to support students in keeping calm and quiet	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
Register of students taken, office informed of missing students or staff (post lockdown)	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

