Hedingham School & Sixth Form

Security Lockdown Policy

New Policy

Approved by the Curriculum and Personnel Committee on:	**22 May 2024**
It was ratified by the Full Governing Body on:	**10 July 2024**
Next review due by:	**Ongoing**

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What constitutes a lockdown?

A school lockdown is a precautionary and proactive security measure implemented to ensure the safety and protection of students, staff, and visitors. It is activated in response to situations that pose an immediate threat or risk to the individuals on the school premises.

Such scenarios may include, but are not limited to:
- the presence of a hostile intruder
- nearby criminal activity
- firearm/knife conflicts
- hostage situations
- environmental hazards e.g. risk of air pollution
- other emergencies that may jeopardise the well-being of those within the school

School Lockdown Signals

In the event of a school lockdown, appropriate communication tools need to be used to inform all members of staff of a school lockdown quickly and securely. Please note: these signals are for internal use only and not for external communication with parents/guardians. This information is explained later.

Signals for Initiation of Lockdown	Signals for ending of Lockdown
- Email sent out by Heads PA to ALL STAFF titled "EMERGENCY LOCKDOWN INITIATED". Content of email simply reads "Please initiate a school lockdown effective immediately". - System Admin to send out a full-screen pop-up message to all staff laptops titled "EMERGENCY LOCKDOWN INITIATED – Please initiate a school lockdown effective immediately." - System Admin to send a text message sent to ALL STAFF mobile numbers via Arbor with text message ready "HEDINGHAM SCHOOL – Please initiate a school lockdown effective immediately". - Caretakers to use the schools alarm system to ring the alternate alarm bell for 1 minute.	- Caretakers to use the school alarm system to provide 3 long rings of the alternate alarm bell. - Email sent out by Heads PA to ALL STAFF titled "RESUME NORMAL OPERATION". Content of the email simply reads "Please resume normal day to day operations". - System Admin to send out a full-screen pop-up message to all staff laptops titled "RESUME NORMAL OPERATIONS – Please resume normal day to day school operations". - At this point, staff and students will follow the "Recover Plan" outlined in detail below.

Staff Responsibilities

In the event of a school lockdown, the specific roles and responsibilities to be carried out by the respective individuals are stated below. Please note: many members of staff have dual roles, therefore they should carry out the role appropriate to their situation at the time of the school lockdown.

It is however everyone's collective responsibility to:

Reassure and support all staff, students and parents

Headteacher

The Headteacher is responsible for making the decision to initiate a school lockdown, often based on information from staff, local authorities, or their own assessment of the situation. The Headteacher should ensure that the established communication protocols are being followed to ensure that all staff, students and visitors are informed about the lockdown.

The Headteacher should be the primary point of contact with emergency services providing them with necessary information about the school layout, number of people on site and details of the threat or emergency. This also includes ensuring that appropriate communication is established with the community to ensure that they are informed but requested to stay away from the premises until the emergency services have deemed the situation safe.

The Headteacher should provide operational leadership and guidance under supervision from the emergency services to ensure that all appropriate established protocols are being followed across the school.

At the point of which the guidance from emergency services deems the threat to have subsided, the Headteacher should make the decision to end the school lockdown.

After the school lockdown has ended, the Headteacher should oversee the return to normal school operations, including a debrief with staff and students, organising support for those who need it, and reviewing and updating the lockdown procedures based on the experience. This will also ensure that the parents and guardians receive updated communications informing them about what happened and the steps taken to ensure student safety.

Senior Leadership Team (not-teaching)

Any members of the Senior Leadership Team (Deputy Headteacher/Assistant Headteachers) who are not currently in direct supervision of a student group at the point of a lockdown initiation should, where possible provide on the ground support to ensure that the established lockdown protocol (defined below) are being actioned by all staff. At the point of which this has been actioned, Senior Leadership should (where possible), return to their own workspaces in order to be available to assist with communication or support where necessary. If this is not possible, they should go to the nearest office space with a phone or if again not possible, the nearest classroom. Should a member of SLT be teaching during initiation of a lockdown, they should follow the "Teaching Staff – Teaching at time of lockdown" guidance, and if possible, provide any further support they are able to.

Teaching Staff

Teaching at time of lockdown

Teaching staff who are teaching at the point in time where a school lockdown is initiated are directly responsible for the students within their care. They should remain with their class (unless there is an exceptional reason not to) and follow the guidance below about securing classrooms and supporting students.

Not teaching at time of lockdown

Teaching staff who are not teaching at the point in time where a school lockdown is initiated should, where possible, return to their dedicated office space, follow the guidance below for securing your workspaces and be near communication tools should they need to be contactable. Where this is not possible, they should attempt to join the nearest classroom.

Associate Staff (in lessons)

Associate staff who are directly linked to classes and are in lessons/classrooms supervising or supporting students at the point that a school lockdown is initiated, should remain with the class they have been assigned. They should assist the classroom teaching in following the guidance for securing a classroom (detailed below).

Associate Staff (not in lessons) and Administrative Staff

Associate staff who are not currently working with students in a classroom/lesson or administrative staff should (where possible) return to their dedicated office space, follow the guidance below for securing your workspaces and be near communication tools should they need to be contactable. Where this is not possible, they should attempt to join the nearest classroom.

Caretaking Staff

Caretaking staff are responsible for ensuring the safety of the premises during a lockdown. Their first responsibility is to ensure that the emergency alert tone used to signify the start of a lockdown is enacted. Once this is done, they should quickly and efficiently lock any external doors into the school building to ensure any intruders cannot gain access. Once this has been done, they should carry out their responsibilities for ensuring the safety of school utilities as mentioned in the Lockdown Plan below.

School Lockdown Plan

Contact with Emergency Services

At the point of which the Headteacher decides a School Lockdown is necessary, he should a) inform the key members of staff who will enact the lockdown policy and then b) make contact with the emergency services to identify the reason for the lockdown and provide on the ground information about the emerging situation.

Safe Assembly Points

In the event of a school lockdown all students should ensure they are escorted into their classrooms. Where possible classrooms should then be secured either through locking the door or moving a piece of furniture into position to disable access through this door. In classrooms with multiple entrance doors, staff should be vigilant to ensure all entrances are locked/closed off.

If students are working in alternate parts of the school eg Reception (Monitors), Student Support Centre, Nurture Room, these students should be brought into the nearest safe administrative staff area and the area locked down as much as possible e.g. in reception, close the reception barriers.

If students are located outside of the school building carrying out practical activities or taking part in PE lessons, they should return to the nearest building complex e.g. for students using the Astroturf, these students should return to the Sports Hall, for students on the top courts, they should return to the Dance Studio.

If students are working in independent study locations eg Sixth Form Study, they should move to the nearest lockable classroom. This may include the use of the Tech Hub building as this has appropriate access control and additional locking doors.

Secure Entrance and Exit Points

In the event of an external threat, all external access to the school should be locked down. In the current circumstances, this means that caretaking staff should lock the main entrance doors to ensure no external threats can access the building. As the remainder of external access doors are access controlled, these should already be locked and closed.

If the lockdown occurs between 08:00 to 08:45 or from 15:10 to 16:00 the student entrance gates will be open. In this event, students will be ushered into the nearest safe location then the student entrance gates closed remotely by the System Technician with access.

Classroom/Safe Space Procedures

During a lockdown students and staff should move away from any windows or doors and shield underneath nearby tables. Teachers should ensure that all doors are locked, lights are switched off, windows are shut and locked (if possible), blinds are pulled across windows (where possible) and that any displays from any monitors are turned down low or off to emit as little light as possible. If doors cannot be locked from the inside, suitable furniture should be moved to obstruct external access to the classroom. Students should be instructed to turn their mobile devices onto silent and told very clearly, they are not to make calls/respond to messages during the lockdown period. Students should be reminded to remain as silent as possible during a lockdown to try and minimise any noise coming from the classroom. The Teacher should then aim to take a register of all of the students in the classroom. Where possible, this attendance register should then be emailed to the attendance team using the HED Front Office email group. Staff members should keep communication channels open but should not make calls to ensure that required phone lines are not clogged up.

In classrooms with air conditioning units or fans, these should also be turned off to minimise noise but also to ensure that, in event of a gas cloud or chemical threat, this is not able to easier enter the room.

Lockdowns During Unstructured Times

In the instance that a lockdown has been initiated during a period of unstructured time, students will need to be brought into a suitable safe location within the school. As most students will be outside during break/lunchtime, students should be instructed to make their way to the closest available sports building (either the Sports Hall or the Dance Studio) or nearest classroom. A member of staff from the breaktime or lunchtime duty team should make their way to each of these locations and count the total number of students into the building.

Students and staff should then follow the same guidance as if they were in a classroom. Again, where possible, the staff member should attempt to take a register and check that the total number of students tallies with the count of the number of students sixths who entered the building.

Any students inside the school building should make their way to the nearest staffed classroom where they will be ushered in by a member of staff.

Any staff partaking in a break in staff offices should return to their nearest classroom and usher students into their rooms, locking the doors where possible once the corridors are clear of students.

Internal Communications During a Lockdown

During a lockdown, students should not be using their personal devices to communicate with other students and/or home, these should be turned onto silent and placed out of the way.

Teachers should also try to minimise the use of electronic devices for communication during a lockdown due to the additional noise and light pollution that these devices emit. In a lockdown, rooms should look and sound (as best as possible) empty to potential intruders. If digital communication is required, this should be done through the school's email system with emails sent to dedicated respondents. Whole School emails should only be sent by key individuals within the school to ensure communication channels remain focused on key communications required.

Communication with Parents during a Lockdown

During a lockdown, official communication should be provided to parents by a dedicated email and text message sent via the schools MIS (Arbor). Immediately after sending the text communication to staff at the school, the network technician should send the following text to parents (this text is editable to suit the specific reason for the lockdown):

"Hedingham School is currently in lockdown due to an emerging situation. Please do not phone the school, nor attend the school at this time as this could disrupt required methods of communication or inhibit the abilities of any emergency services required – more information will be provided as soon as it is available".

This message should also be displayed on the school website as a notice, both as a pop-up on the splash screen and as a scrolling text banner on the homepage.

Arrangements for Pupils or Staff with Additional Needs

In the event of a lockdown, students or staff with additional needs will either be a) in a classroom during lesson time or b) in a break area, or outside the school building during a period of unstructured time. If students with additional needs are in a classroom, then the normal lockdown procedures should take precedent with the classroom teachers and/or other students providing any safe support they are able to, to ensure the student is kept away from the windows/doors and located underneath a desk where possible. In the event that the student is located outside during unstructured time, the staff members on duty should assist the student to the nearest safe location (likely to be a PE space) to carry out the lockdown protocol. If a student with additional needs and is working down at the Student Support Centre (SSC), the Nurture Room, the Vocational Education Centre or in the Isolation Room, these places can be considered classrooms and therefore the normal lockdown protocol should be enacted by the staff member present in that space.

Utility Management during Lockdown

The caretaking staff should ensure that they are dispersed around the school at key vulnerable utility locations to ensure these cannot be used to any ill-effect. This could include the disablement of centralised air-conditioning units to ensure these are not utilised for the disbursement of any dangerous air quality threats. They are also responsible for the safety of the gas, electricity, and water supplies during a lockdown to ensure there are no accidents and ensure safety.

Evacuation Plan, if needed

Whilst evacuating during a lockdown is an unlikely reaction to the emerging event, there are certain circumstances where this may be required to happen eg a fire breaks out during a lockdown event. In the event of a required evacuation during a lockdown, students should be directed to:

> Name of Venue: Hedingham United FC
> Address of Venue: Hedingham United FC, Yeldham Road, Sible Hedingham,
> Type of Venue: Football Pitch
> Contact Name:
> Phone Number: 07788 731487

Directions from school to venue: Exit school via visitor entrance gate and turn right down path bypass. Cross the road directly from the exit of the path bypass and turn left. Walk down the road to find Hedingham United FC's football pitch on the right-hand side.

Security Lockdown Drills

Security Lockdowns will be introduced through PD sessions discussing the main reasoning for these being a feature of the school. These will be completed annually in September of each academic year to ensure that all students (including new intake students) have been given the opportunity to understand the reasoning/rationale for having lockdown drills. A letter will be sent home to parents identifying a specific day each academic year when a security lockdown drill will take place. No time will be provided to ensure that students act in the essence of a lockdown drill, however the prior information home will be given to ensure that students with anxiety needs can have enough formal notice. Following on from the letter home to parents, in the week leading up to the lockdown drill, lockdown activities will be practiced in PD sessions. These will include practising closing/covering doors, closing windows and blinds and relocating the class to the safest point of the classroom (usually underneath desks where possible). Following these practice exercises, a full lockdown drill will be undertaken.

Lockdowns During Examinations

If a lockdown event occurs during a period of formal examination, the following steps should be taken.

a) If students have not yet entered the examination room, all examination staff and invigilators should usher students into the examination room as quickly as possible, then follow the same lockdown protocol as described above (lock doors, cover windows, hide under desks etc)

b) If the lockdown begins during the middle of an examination, students should be asked to follow the normal lockdown protocol and to hide underneath their desks until the lockdown has concluded. Examinations staff should aim to ensure that students are kept as safe as possible within the examination room by following the normal lockdown protocol.

The Exams Officer (or senior invigilator) should (where possible):

- make a note of the time of the interruption and how long it lasted
- make a full report of the incident and of the action taken and send it to the relevant awarding body

If examinations are taking place over multiple locations on site, the Exams Officer should collate all the information together and present this to the Head of Centre immediately.

Critical Incident Management Team

Name	Position	Work Telephone Number
Andrew Harvison	Headteacher	01787 460470 Ext: 310
Paul Finch	Deputy Headteacher	01787 460470 Ext: 311
Konrad Purdy	Site Supervisor	01787 460470 Ext: 380 (Mon-Wednesday)

Essex County Council – Critical Incident Management Team (8am to 4pm): 0333 013 9880