




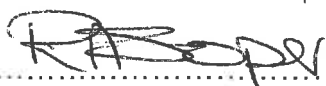
Regency High School Lockdown Policy & Procedures

Written by: Adapted by Mike Eglesfield using Government Guidance
<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

Authorised by: Chair of Governors

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Signed by:  (Policy Author)
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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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils 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 pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- 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
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signals

Signal for lockdown

3 short rings of the fire bell

Signal for all-clear

3 short rings of the fire bell

Lockdown Arrangements

Due to the vulnerable nature of students at Regency High School only 'Full Lockdown' procedures are in place. There is no 'Partial Lockdown' state.

Alert to staff: 3 short rings of fire bell: 'Full lockdown'

This signifies an immediate threat to the school

Immediate action:

- All pupils return to current teaching area. During lunch or break time this would be Tutor Rooms
- External doors locked. Classroom doors closed; Windows closed and locked, blinds drawn, pupils sit quietly out of sight (eg. under desk or around a corner);
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- 3 short rings of the fire bell will indicate the lockdown is over.

During lockdown, staff will not make unnecessary calls to the school office as this could delay more important communication.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by 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 emergency providers
- Do not come to the school. They could interfere with emergency 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 you to come 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 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 decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide assistance by establishing a Reception Centre for friends and family outside of the cordoned area.