



Lockdown Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures each TKAT academy should have a Lockdown Policy.

On very rare occasions it may be necessary to seal off the academy so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the academy grounds or outside the academy in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that lockdown procedures are to immediately take place in one of the following ways:

- Tannoy announcement
- Computer screen
- Email
- In person

Procedures

1. These signals will activate a process of children being ushered into the academy building if on the grounds as quickly as possible and the locking of the academy's offices, fob connecting doors and all outside doors/ shutters.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason on becoming aware of the alarm will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the alarm is raised . If a class is in the hall they are to go to one of the nearest rooms.

NO ONE SHOULD MOVE ABOUT THE ACADEMY

4. Staff to support children in keeping calm and quiet.



5. Staff to remain in lockdown positions until the 'safe condition' code word is given by key staff.
6. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff to ensure that their office(s) are locked and police called if necessary.
2. Headteacher or delegated staff member locks the academy's front doors and entrances.
3. Site Manger to close any shutters and all other external doors if safe to do so.
4. Individual teachers/HLTAs/TAs lock/close classroom door(s), windows and deploy blinds wherever possible.
5. All communication on any device must cease, other than communication in direct relation to managing the incident.

Communication

- If necessary parents will be notified as soon as it is practical to do so via the academy's established communications system.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the academy as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call the academy as this may compromise emergency communication.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.
- Communication to the media must be authorised an be directed through official channels.
- TKAT OE must be informed as soon as practicable.

Lockdown drills

A lock down practice will take place at least annually to test the procedure, systems and to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and a



debrief held so that problems can be identified and improvements can be made.

Review

This policy and procedures will be reviewed annually by the academy