James Bateman Middle School

Lockdown Policy

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Approved by	Governing Board
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Linked policies and documents	• Safeguarding Policy • Keeping Children safe in Education • https://www.gov.uk/government/publications/recognising-the-terrorist-threat.

Rationale
The purpose of these procedures is to provide instructions for staff in the event of an incident that requires a whole school lockdown. These instructions should be read in conjunction with the school's fire evacuation instructions and the safeguarding policy and child protection policy.

Lockdown Procedures
There are certain circumstances which may trigger a lockdown: a civil disturbance, an intruder which poses a potential risk to the community or even a dangerous animal roaming loose. These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of our community.

By its very nature, a violent attack by intruders to James Bateman Middle School would be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: *Run, Hide and Tell.*

Alerting the school community
Scenario one: the community is alerted to the danger
An intermittent siren that will continue to sound until deactivated.
This is activated by the call point in main reception, the main school office or Room 21.

- Any member of staff who believes that the school is subject to an attack should inform reception staff straightaway, providing information about the situation.

- If possible, reception staff should inform the Headteacher immediately (Deputy Headteacher or Assistant Headteachers in their absence).

- Headteacher / Deputy Headteacher consults Emergency Services if appropriate and makes decision to impose lockdown, if deemed appropriate.

- Due to the unpredictable nature of the event, it may not be safe or practical to contact the Headteacher in person. Members of staff should use telephones, if they are able to.

Scenario two: an individual is alerted to the danger (RAL)
- Ring the emergency services/police
- Alert main reception
- Lockdown procedure is operated

Response to lockdown alert
If the alert occurs during lesson time:
- All students inside the school should remain in their classrooms.

- Students on the school site but outside the buildings should remain outside, at the furthest point away from the building and out of sight, if possible. Staff with students should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the site, especially during a high-risk incident.

If the alert occurs before school, during break or lunchtime:

- Staff should follow the guidance in Appendix A. Where it is safe to do so, staff insist students accompany them to seek the nearest safe location.

Once students are inside the buildings:

- Classroom and office doors locked, using the bolts on each door.
- Windows locked and blinds drawn (where present).
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Staff should encourage students to keep calm.
- No one should use mobile phones and all to remain silent.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should then await further instructions. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Senior Leadership Team will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by 4 rings of the school bell or the Emergency Services.
- The end of Lockdown will be signalled by sounding 4 rings of the school bell.

Training

- Staff informed about lockdown policy – Maps of the school with access points and alternative exits highlighted in each room.
- Staff training on the run, hide and tell practice (Appendix A).
- Students informed about lockdown procedure.
- Parents notified by message through Arbor prior to a Lockdown drill taking place.
- PSHE Lesson dedicated to Lockdown drill once every academic year.

APPENDIX A
Stay Safe

Firearms and weapons attack
'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website https://www.gov.uk/government/publications/recognising-the-terrorist-threat.

[1] Run (Nearest Classroom)
- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

[2] Hide
- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

[3] Tell
- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances/exits, hostages
- Stop other people entering the building if it is safe to do so.

Armed Police Response
- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may
- Point guns at you.
- Treat you firmly.

- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.