

Two Bridges School



Lock down Policy including Exams

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INTENT

Two Bridges School is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

SCOPE

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown

GUIDELINES

Two Bridges School Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be disseminated via the school and staff handbooks and via notices boards in the staff room.

The head Teacher will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads of Key Stage will remind staff of the lock-down procedure during the first briefing each term.

PROCEDURE

In the event of an emergency, The Head teacher will make the decision, in consultation with police when deemed necessary, with regard to whether the school needs to be locked-down.

Lock-down procedures

1. In the event of a building lock-down, the **whistle alarm** will be activated by the Head of Key stage or fire marshall.
2. It is mandatory that all students and adults remain in the building / classroom / office they are in at the time. Students and adults who are in the hallway are to move into the closest occupied classroom.
3. Staff members who are not teaching at the start of lock-down should go to the nearest classroom.
4. Staff, should check hallways for students and direct them to the nearest classroom, and visitors not matching the intruder description.
5. If the lockdown alarm sounds during break time or lunchtime, students and staff should make their way to the closest classroom immediately.
6. Windows and blinds should be closed in the classroom/office and the door locked, if possible.
7. Students and staff should be positioned against the door wall in the most non-visible corner, seated.

8. Students are not allowed to use any phones or electronic devices.
9. Students and adults are to remain quiet at all times.
10. Where practicable, staff should contact the Head Teacher by email or text to confirm which students and staff are present, stating which area of the school they are in.
11. Students and adults should remain in this position until "all clear" is announced by a member of the Senior Leadership Team.
12. Parents should be contacted about the time and place to pick up their child, if appropriate.

For Parents

Information about the school's lock-down procedures will be disseminated to all parents via the policy section on the website.

Usually a lock-down situation will be declared on the recommendation of police or the Head Teacher. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

Intruder Procedures

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

1. When confronting an intruder, take another staff member with you.
2. Ask a third staff member who is not involved to call the Head Teacher.
3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
4. Use a system of non-verbal communications or hand signals using just one hand. For example:
 - a. 1 finger = back-up staff member may leave
 - b. 2 fingers = back-up staff member should stay on the scene
 - c. 3 fingers = both staff members should break off contact and leave when safe to do so
 - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
5. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
6. If the intruder refuses to cooperate, do not escalate the situation. Leave, call the police and report the situation to the Head Teacher.

7. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
 - a. Back away slowly and leave the area.
 - b. Both of your hands should be up with your palms facing the intruder while slowly backing.
8. As soon as it is safe to do so, report the situation to the Head Teacher.

Bomb threat call procedures.

Please make sure that staff **ONLY** are aware that should a call come into one of our sites suggesting there is a bomb on the site we follow this procedure:

1. The person taking the call gets as many details as possible and **writes them down quickly** (time of call, what was said, any accent, man or lady, approximate age as much details as possible)
2. This person taking the call **alerts the lead on the site** (Head of KS4 or Vision/Focus) **IMMEDIATELY**
3. The lead on the site **sets the fire alarm off and evacuates to the muster point** taking register and **grab bag**.
4. The lead person **calls the Head Teacher IMMEDIATELY** after setting the fire alarm off. (If HT cannot be reached then call Jo Gale) Text an image of the details of the phone call to HT mobile.
The Head Teacher will call the police/emergency services.
5. Once students are gathered and registered and you are **SURE** you are all out of the building arrange for a member of staff to take charge of **walking ALL students and staff to our other site**. i.e. Vision and KS4 go to Focus and vice versa.
6. The **lead at the site is last to leave and ensures all outside doors are locked** before leaving.

Your grab bag **MUST** have an up to date list of student contact details in it.

Students **MUST NOT** be told there has been a bomb threat, they will be told it is not a fire but a problem with the electrics and not safe to return to the building.

Once you arrive at the other site space will be cleared to accommodate your students and calls to parents etc will be made from there.