

# **PENKETH HIGH SCHOOL**



# **LOCKDOWN POLICY**



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## OVERVIEW OF BELL CODES

<p>1. Fire alarm – evacuation of block(s) where alarm has sounded</p>	<p>Fire Alarm – continuous alarm sounds</p>
<p>2. Staggered/ Partial Evacuation– evacuation of block where alarm has sounded / staff have been notified. Evacuation and assemble at designated place / part of site</p>	<p>Continuous school bell sounds in appropriate block</p>
<p>3. Whole School Evacuation – assemble at The Woodlands car park</p>	<p>Continuous school bell sounds in all blocks</p>
<p>4. Lockdown</p>	<p>Rapid short school bell sounds in all blocks</p>

## **POLICY STATEMENT**

The Principal and Governors of Penketh High School recognise the importance of establishing clear guidelines and strategies to react swiftly to a school related emergency that requires going into 'lockdown'. These could be:

A reported incident or civil disturbance in the local community that could potentially pose a risk to the school community.

An intruder on the school site with the potential to pose a risk to those in school.

A warning being received regarding a local risk of air pollution (smoke plume or gas cloud) or chemical, biological or radiological contaminants.

A major fire in the vicinity of the school.

The close proximity of a dangerous dog roaming loose.

## **DEFINITION**

The definition of a lockdown is:

***“A state of restricted access instituted as a security measure”.***

## **AIMS**

To:

- Create an awareness of the need for planned arrangements to be made.
- Provide re-assurance of the practical help that is available from the Local Authority and other agencies at short notice.
- Give guidance on the range of sources of information and support available.

## **SCOPE OF THE PLAN**

Planning, control and clear communications are all essential elements that allow the immediate situation to be managed effectively and then to minimise the long-term impact of an event. A detailed plan is needed to ensure that all involved have clearly stated roles of responsibility. This will ensure that actions, such as contact with parents, the media and any emergency agencies are carried out correctly.

Key staff and Governors will have a copy of the plan available to them to assist the school senior management in the event of a lockdown.

This plan provides a generic guide to actions that will enable the school to prepare, respond, recover and return to business as usual, as quickly and as effectively as possible should the need for lockdown occur.

This policy should be read in conjunction with the Emergency Incident Policy and WBC's 'Managing the Response to Critical Incidents in Schools' booklet.

Emergency Services should be contacted as soon as possible and within the first hour.

The LA and the Directorate's Critical Incident Co-ordinator (CIC) should be notified and informed that a lockdown is in place and further advice can be sought from the Authority's Critical Incident Support Team (CIST).

<b>Head of Education</b>	<b>Hilary Smith</b>	<b>01925 442940 07591890567</b>
<b>Critical Incident Co-ordinator</b>	<b>Ellen Parry</b>	<b>01925 443263</b>
<b>Principal Educational Psychologist</b>	<b>Wendy Rydzkowski</b>	<b>01925 442918</b>
<b>Educating Safeguarding team</b>	<b>Rose Clark</b>	<b>01925 442928</b>
<b>Contact Warrington</b>	<b>24 hr service through Carecall</b>	<b>01925 443322</b>

# LOCKDOWN PROCEDURES

Lockdown will be signalled by the rapid short sounding of the school bell.

Following the rapid short school bell sounding in all blocks, the senior person on site, listed in order below, will assume responsibility. He/she will delegate the responsibility for declaring the building safe.

## **SCHOOL EMERGENCY CO-ORDINATOR: Principal – John Carlin**

Delegation will be in the following order in his absence

- Senior Vice Principal                      Judith Wright
- Vice Principal                                Ibrahim Syed
- Assistant Principal                         Amy Turner
- Assistant Principal                         Claire Lomax
- Operations Manager                        Rob Lunt

All those senior staff with radios are to turn them to Channel 8 immediately upon hearing the rapid, short school bell pulses.

Staff are to check email and their personal mobiles – communication will be via these methods. Staff to receive 'Staff - All' email communication to inform of 'FULL or PARTIAL LOCKDOWN'.

FULL & PARTIAL LOCKDOWN will have the same bell code.

FULL LOCKDOWN to be used when there is an immediate threat to the school.

PARTIAL LOCKDOWN to be used when a reported incident in the local community such as a disturbance or air pollution poses a potential threat and necessitates pupils to remain inside.

Staff in charge of pupils in classrooms are to inform pupils a lockdown drill is underway and lock & / or barricade the door.

Staff teaching groups of students in open areas such as the sports areas should be removed to the changing rooms or classrooms nearby.

If lockdown is instigated at break or lunch, pupils on the yards are to be moved quickly to where possible their next lesson, or the nearest block, utilising the Sports Hall, the canteen and the gym as places to assemble. Here they will remain whilst the lockdown is in place. Fire Marshalls, SLT and staff on duty in these areas are to direct pupils to these locations and ensure lockdown procedures are carried out.

Procedure	Guidance for in/evacuation	Communication methods	Responsibilities
<p><b>FULL LOCKDOWN</b></p> <p>Intruder on site or threat alert.</p>	<p>All staff and students to remain within classrooms until further notice.</p> <p>If alarm sounds during break/lunch/lesson change over staff to direct students near Ennis block or direct students near Ennis block or</p> <p>Mobiles to next period lesson quickly and quietly. Those on Riley yard to be directed by duty staff to go to the Sports Hall; Pankhurst / Orchard Centre yard to be directed by duty staff to go to the Canteen / Gym whichever is nearer.</p> <p>All external doors checked and made secure.</p> <p>PE staff and students out on pitches to assemble in Sports Hall.</p> <p>Canteen staff and other non -teaching staff to remain in their areas. Lock all external doors where possible</p> <p>No visitors allowed on site.</p> <p>Staff to lock internal doors where possible.</p> <p>Staff and students to remain in class until all clear given by rapid short school bell pulses.</p>	<p>Rapid short school bell pulses sounded by site team / SLT</p> <p>Email communication to staff, message in subject field to read: <b>"FULL SECURITY LOCKDOWN now in place"</b></p> <p>Text communication to staff, message to read: <b>"FULL SECURITY LOCKDOWN now in place"</b></p> <p>Radio channel 8 for all radio holders</p> <p>SLT/pastoral team to ensure all staff and students remain in classrooms.</p> <p>Silence within classrooms. Enforce 'no phones'</p> <p>Staff mobile telephones switch to silence, vibrate switched off.</p> <p>Grab bag available in HR office</p> <p>Communication by text and email will inform all staff of <b>"end of lockdown"</b> resume normal activities.</p>	<p>Site team/ SLT sound the alarm as soon as instructed (School bells located in SLT corridor)</p> <p>Site team to lock front entrance doors, double-checking external school gates are locked.</p> <p>Fire Marshalls to lock doors/exits in each block where possible.</p> <p>Reception staff to make Emergency contact to alert police if possible.</p> <p>Visitors in reception area escorted to reception main office and kept safe.</p> <p>Classroom staff – keep students within classroom. Inform students we are carrying out a lockdown drill. Lock &amp; / or barricade the door. Close curtains / blinds.</p> <p>SLT/Pastoral staff. Check corridors and direct staff &amp; students to rooms – sweep corridors &amp; check cover classes.</p> <p>Admin/reception restrict access to school buildings/lockdown reception.</p> <p>Senior teachers with Walkie-Talkies to use Channel 8, but minimal radio communication.</p>

Procedure	Guidance for in/evacuation	Communication methods	Responsibilities
<p><b>PARTIAL LOCKDOWN</b></p> <p>Less immediate threat such as air pollution, or when threat is contained to one particular area of the site or block(s)</p>	<p>All staff and students in block(s) affected to remain within classrooms until further notice. No visitors allowed on site.</p> <p>If alarm sounds during break/ lunch/ lesson change over staff to direct students near Ennis block or Mobiles to next period lesson quickly and quietly. Those on Riley yard to be directed by duty staff to go to the Sports Hall; Pankhurst / Orchard Centre yard to be directed by duty staff to go to the Canteen / Gym whichever is nearer.</p> <p>All external doors checked and secured.</p> <p>If in a lesson outside, PE staff and students out on pitches to assemble in Sports Hall.</p> <p>Canteen staff and other non -teaching staff to remain in their areas. Lock all external doors where possible</p> <p>Staff to lock internal doors where possible.</p> <p>Staff and students to remain in class until all clear given by rapid short school bell pulses.</p>	<p>Rapid short school bell pulses sounded by site team / SLT</p> <p>Email communication to staff, message in subject field to read: "PARTIAL SECURITY LOCKDOWN now in place"</p> <p>Text communication to staff, message to read: "PARTIAL SECURITY LOCKDOWN now in place"</p> <p>Radio channel 8 for all radio holders</p> <p>SLT/pastoral team to ensure all staff and students remain in classrooms.</p> <p>Silence within classrooms. Enforce 'no phones'</p> <p>Staff mobile telephones switch to silence, vibrate switched off.</p> <p>Grab bag available in HR office</p> <p>Communication by text and email will inform all staff of "end of lockdown"</p> <p>resume normal activities.</p>	<p>Site team/ SLT sound the alarm as soon as instructed (School bells located in SLT corridor)</p> <p>Site team to lock front entrance doors, double-checking external school gates are locked.</p> <p>Fire Marshalls to lock doors/exits in each block where possible.</p> <p>Reception staff to make Emergency contact to alert police if possible.</p> <p>Visitors in reception area escorted to reception main office and kept safe.</p> <p>Classroom staff – keep students within classroom. Inform students we are carrying out a lockdown drill. Lock &amp; / or barricade the door. Close curtains / blinds.</p> <p>SLT/Pastoral staff. Check corridors and direct staff &amp; students to rooms – sweep corridors &amp; check cover classes.</p> <p>Admin/reception restrict access to school buildings/lockdown reception.</p> <p>Senior teachers with Walkie-Talkies to use Channel 8, but minimal radio communication.</p>



**Date of Approval by Governors:** January 2018

**Next Review Date:** January 2020