



NESSS

NORTH EAST SURREY
SHORT STAY SCHOOL

LOCKDOWN POLICY

NOVEMBER 2024

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3		
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LOCKDOWN PROCEDURES: INFORMATION FOR STAFF

This procedure is to be used in the case of an emergency requiring all students to be **inside** the school buildings, for example in any of the following cases:

- The close proximity of a dangerous dog or wild animal roaming loose (in the case of schools near zoo's and/or livestock establishments).
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, or a major fire in the vicinity of the school.
- The police have informed us we should use our lockdown procedure

LOCKDOWN SIGNAL: SOUNDING OF INTERMITTANT ALARM

The tone will be initiated by the pressing of the yellow alarm button situated in both sites' reception areas. The tone may be initiated by **any member of staff** that has identified a threat (including Admin team, as well as the Headteacher and Senior Leadership Team). It is preferable if there is time, that the Headteacher or a member of SLT is contacted first.

On this signal, the following actions should be taken:

1. CLASSROOM STAFF

- If you are outside with your class, return inside to the nearest classroom, locking it behind the last person if you can see no other students or staff in the area behind you.
- If you are inside, remain in your classroom in an orderly manner, locking all outside doors and if able to close the blinds (unless you can see students or staff coming towards the building).
- Staff and students in the toilets and in the corridors should move to the nearest classroom (unless a disturbance is heard in which case it may be safer to stay put e.g., in the toilets).

- In each case, when locking/blocking a door (tables), do not lock out any staff or students you can see in the area coming towards you but remain by the door to lock/block it once everyone is in.
- Close all the windows and blinds, leaving the door blind/covering until last.
- Seat the students away from the windows and doors in a 'safe corner' and under the tables.
- Turn off classroom screens & classroom lights, as well as any practical equipment that is in use (such as student laptops, cookers, etc)

Optional Discreet Communication

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- If it is safe to do so, switch on a PC/laptop and log in to your staff email account.
- Once the Lockdown has been activated, communication may be possible via staff e-mail and could be accessed via the computer or mobile phone.

2. HEADTEACHER & SENIOR LEADERSHIP TEAM

- Headteacher or Deputy Headteacher (in headteachers absence) to take control of the response (Lockdown Manager). Other members of the Senior Leadership Team (SLT) to take control if the Headteacher is not available.

Members of SLT are to look the following doors, if safe to do so.

Hersham – **Main Entrance Door**

Side Double Door in Hall

Rear Double Doors in dining area

Staines - **Main Entrance Door**

Side doors at either end of the school

Art Room and DT Building

- Advise the other site that lockdown is commencing if safe to do so
- Call 999 to report the incident (Administrative staff may also do this if instructed)
- Senior Leadership Team to remain in classrooms/offices (i.e., do not attempt to co-locate unless safe to do so), but, if safe, make contact with the Headteacher/SLT using mobiles and/or email.

- Dependent upon the situation and where safe to do so a member of SLT or administration to
 - lock all external doors to the school buildings,
 - lock all vehicle and pedestrian gates to the school site
- To monitor CCTV and site security and relay information to emergency services if needed

5. ADMINISTRATIVE STAFF & ALL SUPPORT STAFF

- Support Staff to follow the general instructions for Classroom Staff
- Administrative Staff to assist Senior Leadership team to lock entrance doors,

Hersham – **Main Entrance Door**

Side Double Door in Hall

Rear Double Doors in dining area

Staines - **Main Entrance Door**

Side doors at either end of the school

Art Room and DT Building

- Admin Staff to lower or close window blinds (if safe to do so) in reception areas
- Call 999 to report the incident if instructed
- Bring the telephone to the floor & remain out of sight under the tables

Optional Discreet Communication

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- If it is safe to do so, switch on a PC/laptop and log in to your staff email account.
- Once the Lockdown has been activated, communication may be possible via staff email
- If it is safe to do so, message the Home School Link Workers advising which school site is under lockdown, so they are aware and will not attempt to come on site.

SATELLITE BUILDINGS (within the school site, such as the Art Room and DT room at Staines and the Garage at Hersham)

- Follow the procedures above, remaining in the Art room and DT room and Garage if safe to do so.

**6. MORNING/BREAK/LUNCHTIME
PROCEDURE**

- Staff should direct students to the nearest classroom.
- If outside, staff should direct students to go inside by the nearest door.
- A member of staff should remain by each of the external doors until all students and staff are inside, after which they should lock it and go to the nearest classroom or school hall or recreation room.

7. FIRE ALARM PROCEDURE

- **If the fire alarm is activated whilst the school is in Lockdown**, and if there does not appear to be any immediate danger from smoke or flames, staff should make reasonable attempts to confirm the instruction to evacuate by accessing a confirmation email or receiving a message on phones, and/or Emergency Services instructions on site.
- Staff should be aware that they may have to respond dynamically to the situation as it arises.

8. ALL CLEAR

- The Lockdown Manager (the Headteacher or Deputy Headteacher or a member of the Senior Leadership Team) will ascertain when the situation is safe and will instruct an 'all clear' email alert to be sent. If staff have not been able to access email, members of the Leadership Team will also confirm the 'all clear' by walking around School – **if in doubt, remain in Lockdown**.

• ALL CLEAR SIGNAL: Positive confirmation by email and/or members of the Leadership Team walking around School.

After the All Clear, further instructions will be provided on actions for the remainder of the day.

