



CS31 – Lockdown Procedures



Last Review Date	November 2019	Next Review Date	November 2020
Leader of Policy Review	Headteacher, Deputy Headteacher		
Associated Policies			

The alarm for lock down is the usual change of lesson bell, that sounds continually for over 30 seconds. On hearing the alarm the following procedures apply.

During Lesson Time

- Keep students calm and silent in the classroom
- Ensure windows and doors are locked
- Move PE students to the changing rooms and doors locked. (sport centre staff to lock external doors)
- Staff not teaching or supervising classes go to an appropriate room or move to the staffroom and lock doors
- Ensure registers are accurate and saved on SIMS. (PE phone front office)
- Instruct all students to turn off mobile phones to avoid attracting attention
- Do not allow anyone to leave the room
- Await further instructions in person or via computer
- Student teachers /teaching assistants/ cover supervisors/ supply teachers/ visitors – remain in the classroom with their classes or move to the staffroom
- Sixth formers who have a free lesson move to the library

Admin Daniel Owen to staffroom and lock all doors

Admin front of school/ unwell students/site workers to reprographics and lock all doors

Canteen staff to remain in the canteen building and lock all doors

During break/lunch/and before 8.50am

On hearing the alarm all staff and students are to move quickly and quietly to tutor registration rooms, unless **directed otherwise**.

- The above lesson time bullet points then apply
- If a tutor is absent, the member of staff who registered the tutor group must return to the same tutor group for lock down procedures
- Associate teachers /teaching assistants/ cover supervisors/ supply teachers/ non registration teachers/admin Daniel Owen, to the staffroom or to lockdown in an appropriate room. Admin to lock door
- Admin front of school/unwell students/ site workers to reprographics and lock doors
- Pastoral staff to relevant House offices and lock doors

- Canteen staff to remain in the canteen building and lock all doors

3.30pm till 4.45pm

- Students and staff involved with sporting activities will move to the changing rooms- door locked
- Students and staff involved in other extra-curricular activities will move to the library – door locked
- Staff remaining after school, cleaners and site workers to the library- door locked

After school events

All visitors will move to the drama studio or Daniel Owen Hall. The doors will be locked by staff leading the event

Plan for lock down – Leadership/ caretakers to meet within front office and emergency services called.

- Caretakers/Leadership will monitor CCTV and where safe to do so lock all outside gates and external doors
- **Staff will be notified that lockdown is over by email and/or by area coordinators**

PROCEDURES FOR HANDLING BOMB THREATS

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing disruption and alarm. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. The school will take police advice on whether to evacuate the school or initiate lockdown procedures.