



# CS31 – Lockdown Procedures



<b>Last Review Date</b>	November 2022	<b>Next Review Date</b>	November 2024
<b>Leader of Policy Review</b>	Headteacher, Deputy Headteacher		
<b>Associated Policies</b>			

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

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## 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

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**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

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**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

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**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.