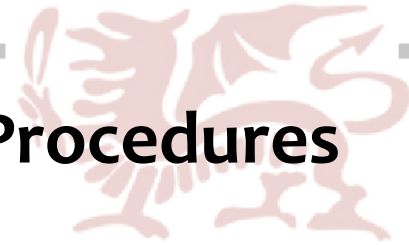




# CS31 – Lockdown Procedures



<b>Last Review Date</b>	June 2024	<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 3 minutes.

On hearing the alarm, the following procedures apply:

## During Lesson Time

- Keep students working calmly and silently in the classroom and await further instructions (via email)
- Ensure all windows are closed 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 move to nearest lockable room
- Ensure registers are accurate and saved on SIMS/Edulink.
- Instruct all students to turn off mobile phones to avoid attracting attention
- All staff to turn mobile phones to silent mode to allow communication in an emergency
- Do not allow anyone to leave the room
- Student teachers /teaching assistants/ cover supervisors/ supply teachers/ visitors – remain in the classroom with their classes or move to the nearest lockable room
- Sixth formers who have a free lesson move to the nearest lockable room
- Admin Daniel Owen to lock all doors
- Admin front of school and site workers to lock all doors
- Canteen staff to remain in the canteen building and lock all doors
- Await further instructions from the leadership team
- Students out of class e.g. on a toilet break are to make their way to the nearest classroom. Staff to email front office to advise which extra students they have

## Before 8.50am

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

- Associate teachers /teaching assistants/ cover supervisors/ supply teachers/ non-registration teachers/admin Daniel Owen, move to the nearest lockable room
- Admin front of school, caretakers/facilities manager to lock all external doors/gates

- Pastoral staff to relevant House offices if safe to do so and lock doors, or move to nearest lockable room
- Canteen staff to remain in the canteen building and lock all doors

### **During break/lunch/lesson change**

On hearing the alarm all staff and students are to move quickly and quietly to room for next lesson, unless **directed otherwise**.

### **3.00pm till 4.30pm**

- 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 nearest lockable room
- Staff remaining after school and facilities team to move to the nearest lockable room

### **After school events**

All visitors will move to the nearest lockable room as directed by staff. 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 if necessary and safe to do so, will lock all external gates and 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.