

High Close School Lockdown Procedure - updated September 2021

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown is part of our Safeguarding procedures. A lockdown drill is carried out annually.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud, etc.)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous animal roaming close
6. Broadmoor alert from Thames Valley Police
7. Any other incident which presents a significant risk to staff or young people

This is a procedure for keeping young people safe by keeping them indoors in their classrooms or other safe locations.

This procedure also protects staff who could otherwise be drawn into a confrontation with a potentially violent intruder.

This procedure could also be used for an intruder within a school building. However, in such cases a decision would be needed as to whether it is safer to evacuate and disperse children from the area, rather than keeping them in their classrooms.

1. The decision to initiate lockdown will be made by the Senior Leadership Team and/or the Barnardo's Assistant Director for Children's Services.
2. Lockdown is signalled using the radio system, email and telephones.
Ring 7 short bells in school (Tracey Miller responsible)
Push alerts to all screens in school (Richard Willis responsible)
3. A member of staff will visit each classroom to give the 'all clear'. Channel 7 on radios will be the default channel for lockdown communication.
SLT areas of responsibility:

MS – Office oversight, liaison & CCTV monitoring – notify SLT on channel 4 and contact Claire

CH - Pinewood, Oak, Rowan

NP - Willows, Cedars, Sports Hall

WG – Creative Hub, Main School, Richard Willis

MM – Main House ground floor

LB – Main House 1st floor

Office – Garage (Martin and Paul). Gym, Therapy Building, FRT.

All external doors must be shut and secured.

4. Young people and staff are to move into the classrooms or safe areas which **MUST** be lockable. Staff in each area are responsible for the checking of communal areas. Young people are kept in rooms until staff are given the all clear.
5. Staff are to lock doors, shut windows and blinds and consider turning off lights if necessary.
6. Young people are to be seated away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks. This will be communicated as appropriate.
7. All office staff lock doors, shut windows and blinds and consider turning off lights if necessary.
8. Office staff will control site access through the electronic gates.
9. Staff will maintain (as best they can) a calm atmosphere in the safe room and keep alert to the emotional needs of young people. They will use age appropriate speech to the young people.
10. Staff will try and keep young people engaged in a quiet activity or game.
- 11. Staff are not to allow anyone out of the classroom during a lockdown procedure, in any circumstances.**
12. Staff should remain with their young people at all times.
13. The Senior Leadership Team will conduct a roll call via radio.
14. If the children are outside, staff should, depending on the situation, either move them to the nearest building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover.
15. The Principal, SLT and Care Managers who can be safely assembled should form a School Emergency Response Team.
16. Parents will be communicated to in the event of an actual lockdown as soon as is practicable. Parents will not be allowed to pick up their children during a lock down procedure. Children will be released after an all clear is given (or through a managed process where this is part of the response to an ongoing incident).*
17. Staff should not make any external communications for the duration of the lockdown. The Emergency Response Team will be responsible for all external communications, including communication with emergency contacts and the media.*
18. Staff should try to ensure that young people do not make external communications.
19. Wait for the all clear or further instruction from official sources. Bear in mind that it may be necessary to maintain this situation for several hours, or overnight in extreme circumstances.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.

- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for them to come get their children, and where this will be from.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

***Broadmoor procedures**

In the case of an escape from Broadmoor, procedures will differ **IF** there is no known immediate threat to campus.

After an initial check of campus (co-ordinated and directed by SLT) young people will be able to move around campus however must be supervised by staff at all times. Staff should where possible move around campus with another member of staff or communicate their whereabouts with their colleagues via radio or phone. Any unaccounted for young people or staff must be reported to the Senior Leadership Team so they can ensure they are safe.

Once the initial threat has been assessed, parents will be contacted to inform them we are working under the Lockdown procedures for Broadmoor, young people will also be able to contact parents and carers. Staff will be able to make external communications to ensure the safety and wellbeing of their families etc however should seek permission from their line manager to ensure this does not disrupt the care of the young people, staff may have to take it in turns to do this as this will be an issue for most staff.

Parents and carers will be able to pick up their young people at the end of school but will need to provide evidence of their identity. Where parents and carers are unable to pick up their young people and young people are usually collected by taxi, all drivers will be expected to verify their identity before entering campus and leaving with any young people.

Staff will be able to enter campus and leave shift however should expect that their identity will need to be verified on entering campus. Staff who are unable to verify their identity will be unable to enter campus.

No young people will be allowed to leave campus to travel home independently without prior consent from their parents or carers. In the case of young people who

are Looked After, consent should also be sought from the allocated social worker or their manager.

Senior Leadership Team will co-ordinate and direct staff leaving and entering and young people leaving campus. The gates to campus will be closed and a member of staff will be on duty to man the gates.

Should an escape from Broadmoor occur in the evening the same principles will apply however an additional member of staff in each unit will be required to sleep in to support if needed. Once all staff leaving shift have left campus two members of unit staff will check the entrance gates together to ensure the campus is secure. Night monitors will not complete patrols of campus however will monitor the cameras and should any intruders enter campus will contact the police immediately via 999.