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**Anker Valley Primary Academy**

# **Lockdown Policy**

## Document Control

Policy Title	Lockdown Policy
Effective Date	September 2023
Policy Owner	Anker Valley Primary LGB
Policy Approver	Head of School

## Version Control

Version	Date	Amended by	Comments
2	03.09.2022	N/A	N/A
3	04.09.2023	Natalie Horlor	Changes to dates and staffing made.

Section	Changes Made
1	Senior teachers updated to add new staff

## Staff Responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Head of School	<p>1. Decides on the type of response needed.</p> <p>Co-ordinates the response, follows the plan and records actions taken, maintain contact with the emergency services.</p>	<p><a href="mailto:nhorlor@ankervalley.org">nhorlor@ankervalley.org</a> 01827949310</p>
Senior Teachers (Andrea Free and Kerry Davies)	<p>1. Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so this task is assigned to AF).</p> <p>2. Communicate with parents.</p>	<p><a href="mailto:afree@ankervalley.org">afree@ankervalley.org</a> 01827949310</p>
Teachers and support staff	<p>1. Bring class pupils to the classroom or other place of safety.</p> <p>2. Take register and stay with pupils.</p>	
Site manager (Bill Burdett)	<p>1. Make sure all access points are secured.</p> <p>2. A named person is responsible for this as per DfE Guidance.</p>	<p><a href="mailto:wburdett@glascote.org">wburdett@glascote.org</a> 07495430341</p>

## Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p>The agreed signal is a dedicated lock down alarm (Walkie Talkies) and make sure everyone is aware of it</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Dedicated '<b>lockdown</b>' Code on Walkie Talkies or word of mouth</li> <li>Internal message systems will also be used where appropriate</li> </ul>	<p>The agreed signal is 'All Clear,' and everyone is aware of it</p> <ul style="list-style-type: none"> <li>Separate dedicated '<b>lockdown</b>' to '<b>All Clear</b>,' on Walkie Talkies</li> <li>Word of mouth or Internal message systems- <b>All Clear</b></li> </ul>

## Security lockdown plan

<p><b>Our safe assembly points</b></p>	<p>1. Pupils and staff will be locked down or sheltered in classrooms, where possible away from internal glass panes. A designated area for visitors to lock down would be the closest classroom.</p> <p>Suitable locations depending on the type of threat – for example, pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the AVPA hall, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.</p>
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<p><b>Secure entrance and exit points</b></p>	<p>1. <i>With Maglocks, these expected to be secure ongoing including security against different types of risk, such as intruders or releases of gas pollution.</i></p>
<p><b>Bring pupils inside</b></p>	<p>1. <i>All staff would ensure that within seconds of the Lockdown Alarm all pupils are brought inside as quickly as possible. For example, AVPA has a means of communicating a lockdown alert to staff at break times or while outside for lessons through word of mouth or walkie talkies.</i></p> <p><i>The teaching staff will be responsibility for checking pupils entering the building. This is logged on an individual class basis depending on the crisis or issue. Where possible numbers would be logged centrally with the School office manager.</i></p> <p><i>Who will be responsible for tracking this?</i></p>
<p><b>Steps to increase protection</b></p>	<p><i>Additional expectations from all staff include:</i></p> <ul style="list-style-type: none"> <li>• <i>Locking screen glass doors</i></li> <li>• <i>Positioning children away from sightlines from external doors and windows – for example, under a desk or tables</i></li> <li>• <i>Switching off lights and monitors</i></li> <li>• <i>Making sure mobiles phones and electronic devices are on silent, or turned off</i></li> <li>• <i>Turning off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)</i></li> <li>• <i>Covering windows and air vents (if the risk is pollution or a gas cloud)</i></li> </ul>
<p><b>Internal communication during a lockdown</b></p>	<p><i>Word of mouth, walkie talkie and email channels will be used for staff to communicate with each other. For example, text message or WhatsApp or via Teams (thinking about whether they can be seen by an intruder).</i></p> <p><i>Wherever possible, staff will use silent communications and keep noise to a minimum, especially if intruders are close by.</i></p>
<p><b>Communication with parents during a lockdown</b></p>	<p><i>To ensure parents are aware, a combination of text and email would be used to communicate lockdowns.</i></p> <p><i>Parents will be told not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>
<p><b>Arrangements for pupils or staff with additional needs</b></p>	<p><i>Any pupils or staff with additional needs who require specific arrangements would have additional support: Rainbow Room children would stay with their trusted adults and all normal procedures followed as agreed above.</i></p>

<p><b>Evacuation plan, if needed</b></p> <p>Remember that it is very much <b>the exception</b> to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p><i>If an evacuation is required, it will be communicated via:</i></p> <p><i>1. Where will you go? An alternative place of safety which is pre-arranged – this would be the back of the Co-Operative.</i></p> <p><i>Name: The Green by the Co-Operative</i></p> <p><i>Type of venue: Shop</i></p> <p><i>Contact name and number: 01827 213239</i></p> <p><i>Distance from school, directions, capacity and opening hours: opening hours 7-10pm. Distance 100 metres</i></p>
<p><b>Security lockdown drills</b></p>	<p><i>Scheduled lockdown drills undertaken annually.</i></p> <p><i>Pupils and parents will not be communicated this in advance as the school will undertake this process in a way that does not incur any distress.</i></p>

## Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin <b>lockdown</b> procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents, and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents, and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff, or visitors		
Keep doors and windows locked shut and remain inside until the <b>all clear</b> has been given, or until you're told to evacuate by the emergency services		