Chelmsford County High School for Girls

Lockdown Policy

2023 - 2024

Version 6.0

Approved by the Governing Body: ~~16th November 2022~~

Version Control

Version	Author	Changes	Date	GB Approval Date	Next Review Date
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Table of Contents

1.0 INTRODUCTION 4
2.0 REASONS FOR INVOCATION OF LOCKDOWN 4
3.0 GENERAL INFORMATION 4
3.1 Review and Training 4
3.2 Associated Documents/information 4
3.3 Emergency Contact Information 4
4.0 PROCEDURE 5
5.0 COMMUNICATION 7

1.0 INTRODUCTION

Chelmsford County High School for Girls (CCHS) Lockdown policy has been written to establish a robust procedure that proposes a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff, students and visitors in the school.

2.0 REASONS FOR INVOCATION OF LOCKDOWN

A lockdown may be activated in response to any number of situations, however typical situations would be:

- A warning received locally regarding a risk of air pollution (e.g. smoke plume, gas mains leak, etc.)
- A reported incident / civil disturbance in the proximity of the school
- An intruder on the school site with potential risk of harm
- A major fire in the vicinity of the school
- Close proximity of a dangerous animal

3.0 GENERAL INFORMATION

3.1 Review and Training

This document should be reviewed annually by the Senior Leadership Team and the Facilities and Finance Committee of the Governing Body. A copy of the policy is stored in R:\Staff\Miscellaneous\Business Continuity Planning and staff will be reminded of the details at the start of each academic year and where there is heightened risk.

3.2 Associated Documents/information

Associated Documents include:

- Fire Evacuation Procedure
- Fire Risk Assessment
- Emergency Lockdown Procedure
- Emergency Procedure for Early Closure of the School
- Emergency Procedure for Non-opening of the School
- Business Continuity Planning

3.3 Emergency Contact Information

An emergency information pack is kept in paper format in the Main Office and Business Manager's office. An electronic version is available in R:\Staff\Miscellaneous\Business Continuity Planning. The pack includes:

- A copy of this document and the documents referenced in section 3.2 above.
- The emergency contact trees for all staff
- The School Site Map
- The IT Disaster Recovery Pack
- Procedure for notification of School closure to Essex Schools Infolink, local radio and CSSE transport service

Staff and student contact data can also be accessed electronically via SIMS.

4.0 PROCEDURE

If a lockdown is declared:

- A pulsed tone (2 seconds on, 2 seconds off) will sound via the fire alarm system.

Immediate Action

A full lockdown should always be the default assumption

1. The need for a lockdown is communicated to the Headteacher in the first instance and a Deputy Headteacher or another member of SLT in her absence. SLT will verify the situation.

2. SLT will liaise with the main office and the Site team to ensure the lockdown tone is initiated. SLT will contact the emergency services as required.

3. SLT will liaise with the Site team to secure all perimeter doors/gates and to amend the access control system if necessary.

4. If possible, SLT will meet in the Headteacher's office to manage the incident.

5. All students will remain in their classrooms with teaching staff unless directed otherwise. Support staff will remain in their offices. Staff should ensure all windows, blinds and doors are closed/locked + lights turned out where possible. Staff should ensure students remain low e.g. under desks and stay calm & quiet to hear further instructions.

6. Any students in the corridors should return to the nearest classroom; any students in the toilets should stay there. Students in these locations should remain there until instructed otherwise by a member of staff or the emergency services. Students in the Medical Room should be escorted to the main office by a member of the office staff.

7. Students engaged in PE activities on the artificial pitch or netball/tennis courts will be escorted by the relevant member of the PE teaching staff into the Science Block or Drama Studio. Students in the swimming pool should vacate the pool and remain in the changing rooms.

8. Sixth Form students in study areas should remain in those locations. If possible, they should email their names to the main office and PA to Head of Sixth Form for registration purposes.

9. If lockdown occurs during lesson changeover, students and staff should access the nearest classroom. During break or lunch-time, students should remain in the Dining Hall or the room in which they were working. Students on the field should return to the nearest building.

10. Details of any students or staff who are unaccounted for should be reported as soon as possible by email or phone to the main office and a member of SLT.

11. Email and/or phone updates will be provided to all staff as information is made available. Where possible, staff in classrooms should log into their email in order to receive updates. They should ensure the contents of emails are not displayed on the smartboards. All mobile phones should be switched to silent mode.

12. Staff should not disclose details of the lockdown situation to any third parties other than the emergency services. Staff should ensure that any students with internet access do not communicate details to external parties. Staff in classrooms should collect any mobile devices from the students, ensuring they have been switched off first.

13. Site staff will monitor corridors with the CCTV cameras where possible and communicate with emergency services.

14. The lockdown tone will sound for a period of one minute to signal the end of the lockdown. If the building needs to be evacuated, this will be communicated via e-mail or verbal instruction from a designated member of staff. Fire alarms should be ignored during this period.

15. Once a lockdown is confirmed as complete, a roll call of all staff and students will be completed. All students should return to their form rooms to be registered. Managers should verify status of their teams and report to SLT line manager.

16. The access control system will be confirmed as operational.

17. A briefing for staff and students will be given as appropriate. A parent communication will be sent out via SchoolPost.

Evacuation

In the event of the need for evacuation, staff will be communicated to verbally or via e-mail. The fire alarm bell will not sound as the need may be to evacuate away from the designated fire muster point or perform a silent evacuation. The students will be escorted to KEGS, where a roll call will be taken and, if safe to do so, students dispersed or held until collected.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible in the event of an evacuation:

• Essex Schools Infolink website	Utilise 'Report School Closure'
• Health and Safety Advisors (Southend Borough Council)	01702 215446
• Insurance Advisors (ECC)	0333 013 9819
• Zurich Insurance plc (Current insurers)	080 028 0336
• Local Police	01245 491491
• Local Fire Service	01376 576500

Partial Lockdown

Staff will be advised if a partial lockdown is in place. This is most likely to be through threat of a civil disturbance or risk due to air pollution, etc. If this is advised, the following procedures should be followed until notice is given otherwise:

1. All outside activity to cease and students in changing rooms / toilets brought to main areas if not already done so
2. All staff and pupils to remain in building with external doors and windows locked
3. Vents closed, if required due to pollution

Free movement may be allowed, depending on the circumstances.

Cessation of the partial lockdown will be communicated via e-mail and / or verbally.

5.0 COMMUNICATION

School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parent as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help alleviate undue anxiety.

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