Tytherington SCHOOL

Lockdown Policy

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Tytherington SCHOOL
An ambitious school at the heart of the community

LOCKDOWN POLICY

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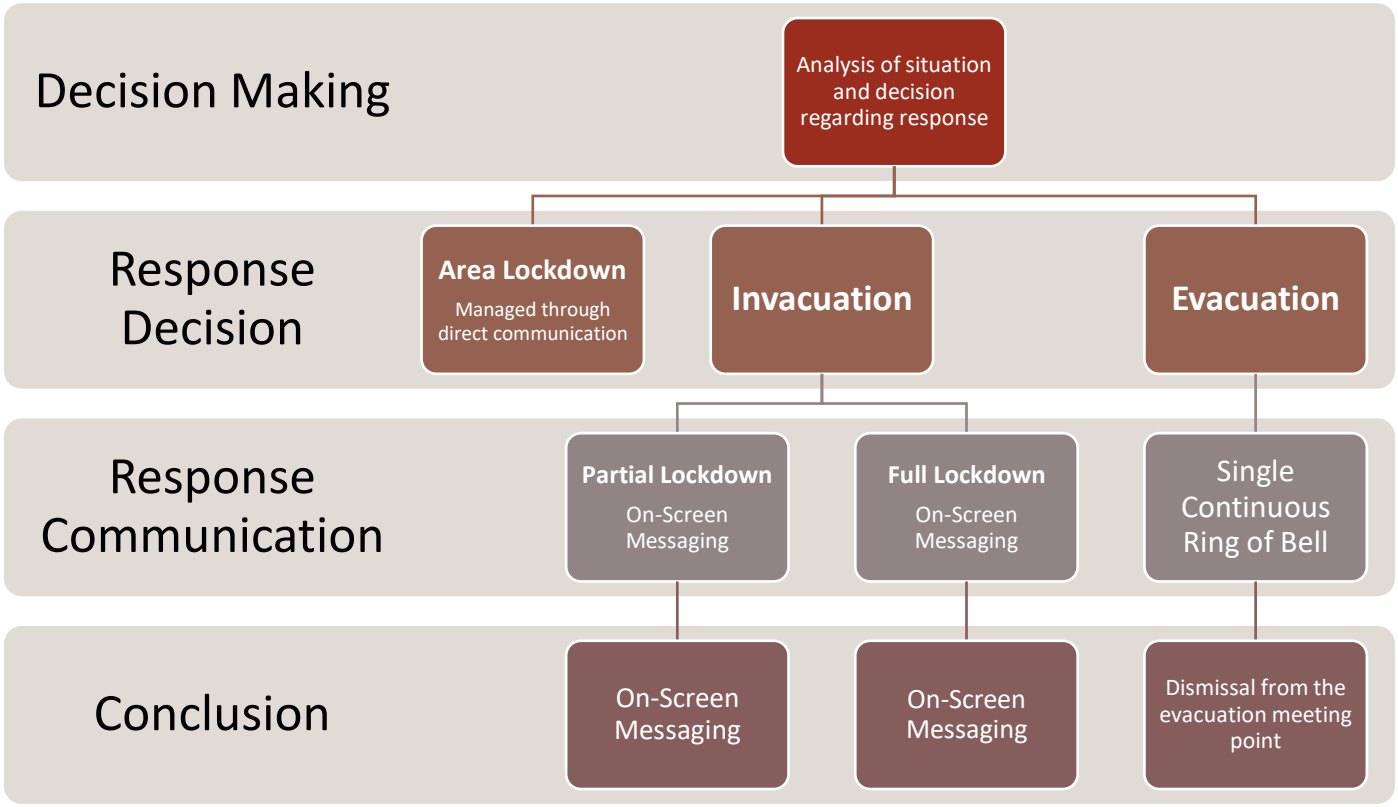
Lockdown One-Sheet

The following are the key elements from the Lockdown Policy that relate to incidents requiring a lockdown response. Greater detail of specific elements mentioned here can be found in the sections above.



In either response, staff should:

- Remain calm and follow instructions.
- Where immediately available to them, collect a **walkie-talkie** and turn it on to Channel 16.
- Monitor students and visitors to ensure they remain calm and are acting appropriately.

In either response, students and visitors should:

- Remain calm and follow instructions.
- Act appropriately, including not making any use of electronic communication.

Invacuation – Partial and Full Lockdown

In the event of a form of invacuation being the response, staff should:

Partial Lockdown	Full Lockdown

• Secure themselves, students and any colleagues/visitors in a lockable room.
• Continue with any lesson activities as normal.
• Adapt to any further instructions in a calm manner.
• Await messaging and bell signal to indicate all clear and conclusion of the partial lockdown.
	• Secure themselves, students and any colleagues/visitors in a lockable room.
	• Further secure the room through:
	  ○ Closing blinds/curtains
	  ○ Moving students and self away from view of the door/windows
	  ○ Remaining silent and calm
	• Adapt to any further instructions in a calm manner.
	• Await messaging and bell signal to indicate all clear and conclusion of the full lockdown.

Principles of our Lockdown Policy

It is not possible to prescribe a generic school lockdown policy as there will be several variables that will dictate exactly how the school will respond to situations as they arrive. Therefore, Tytherington School's response will be based upon the following principles:

1. **Safety First**: The primary concern during a lockdown is the safety and well-being of all students, staff, and visitors. All actions taken should prioritize this principle.
2. **Clear Communication**: Ensure that communication during a lockdown is clear, concise, and timely. This includes internal communication within the school and external communication with emergency services and parents.
3. **Preparedness**: Regular training and drills should be conducted to ensure that all students and staff are familiar with lockdown procedures and can act quickly and effectively.
4. **Flexibility**: While procedures are important, staff should be trained to adapt to the specific circumstances of any given lockdown situation.
5. **Collaboration**: Work closely with local emergency services to develop and review lockdown procedures, ensuring they are realistic and effective.
6. **Support**: Provide ongoing support to students and staff before, during, and after a lockdown to address any emotional and psychological impacts.

By adhering to these principles, Tytherington School aims to ensure the safety and well-being of all during any lockdown situation.

Implementation of These Principles

In themselves, the principles are not prescribed actions but guidance for decision making and actions to be taken in the event of a potential lockdown situation. Therefore, to aid with the implementation of the principles, Tytherington School will engage in:

1. **Developing Clear Guidelines**: While the policy is based on principles, develop guidelines that offer examples of actions to take under different scenarios.
2. **Establishing Communication Plans**: Establish a communication plan that includes how information will be relayed to staff, students, and parents during a lockdown.
3. **Regular Training**: Schedule regular training sessions for all staff and students to ensure everyone is prepared.
4. **Creating a Feedback Mechanism**: Create a mechanism for staff and students to provide feedback on lockdown drills and actual incidents to continually improve the policy.
5. **Reviewing and Updating**: Regularly review and update the policy and procedures based on feedback from drills, desktop exercises and actual incidents.

GUIDELINES

STAFF RESPONSIBILITIES

In potential lockdown situations, **the most senior member of staff in the school, at the time, will function as the "Decision Maker"**.

Other members of staff will act to ensure the safety of members of the school community and feed accurate information to the Decision Maker, with a few having the following specific responsibilities:

Specific Staff	Responsibilities
1. **Headteacher** 2. **Senior Deputy Headteacher** 3. **Deputy Headteacher**	As the most senior member of staff in the school, at the time, will function as the "Decision Maker".
Business Director / Business Manager	To contact Emergency Services and Local Authority, if necessary, feeding back their advice to the Decision Maker.
Admin Manager / HR Manager(s)	To send out agreed internal and external communication.
IT Team / SLT	To issue lockdown messages via pop up on all staff screens, if required. To switch the phone systems to auto response, if required. To monitor the Security Camera system to track the situation and provide accurate information to the Decision Maker.
Teachers (with students)	To take charge and ensure the safety and security of the space that they are in by closing all windows and classroom doors, securing all students in classroom (i.e. through locking or barricading and ensuring students are moved away from windows and doors).
All Other Staff	To take charge and ensure the safety and security of the space that they are in by closing all windows and doors (i.e. through locking or barricading and ensuring colleagues are not in view of windows and doors).

POTENTIAL RESPONSES

The following potential responses are intended to provide guidance regarding options for the Decision Maker and allow for training and preparation to be made from them.

INVACUATION/EVACUATION

INVACUATION

Invacuation refers to the procedure where all students, staff, and visitors are required to remain indoors to ensure their safety. This is typically used in situations where it is safer inside the school building than outside, such as during:

- An intruder on school grounds
- Severe weather conditions (e.g., tornado, heavy storms)
- Hazardous material incidents nearby
- Medical emergencies (e.g., pandemic outbreak)

KEY ACTIONS DURING INVACUATION:

- Lock doors and windows.
- Move away from windows and doors.
- Stay silent and wait for further instructions.
- Follow specific guidelines for the scenario (e.g., turn off HVAC systems during hazardous material incidents)

The decision to invacuate may be combined with a form of lockdown – please see below.

Evacuation

Evacuation refers to the procedure where all students, staff, and visitors are required to leave the school building and move to a designated safe outdoor area. This is typically used in situations where it is safer outside the school building than inside, such as during:

- Fire
- Gas leak
- Structural damage to the building
- Bomb threat.

Key Actions During Evacuation:

- Follow the fire evacuation routes to exit the building quickly and safely.
- Assemble at the designated safe outdoor area.
- Take attendance to ensure everyone is accounted for.
- Await further instructions from emergency services or school leadership.

Forms of Lockdown

The following are forms of lockdown that might be employed by the "Decision Maker".

Area Lockdown

Area Lockdown is a procedure used to isolate a specific threat within a designated area of the school while ensuring the safety of students, staff, and visitors by moving them away from the affected area. This approach is typically employed when a localized threat is identified, and it is safer to contain the threat and relocate unaffected individuals to a secure area, rather than initiate a full school lockdown or evacuation.

Situations Requiring Area Lockdown:

- A violent or potentially violent intruder in a specific part of the school
- A hazardous material spill confined to a particular area.
- Any other localized threat where containment is possible.

Key Actions During Area Lockdown

Identification and Notification:

- Quickly identify the location of the threat.
- Notify the Decision Maker immediately.
- Use the school's communication system to announce the Area Lockdown, specifying the affected area.

Isolation of the Threat:

- Secure the area where the threat is located by locking doors and restricting access.
- Ensure that no one enters or exits the isolated area.

Relocation of Individuals:

- Move students, staff, and visitors away from the affected area to a predetermined safe location within the school.
- Use safe and clear routes to avoid the threat area.

Communication (see below):

- Provide clear and concise instructions to all individuals involved.
- Maintain communication with emergency services and follow their guidance.

Await Further Instructions:

- Remain in the safe location until the all-clear signal is given by a recognizable authority.
- Follow any additional instructions from the headteacher or emergency services.

Post-Incident Review:

- Conduct a debriefing session to review the response and identify areas for improvement.
- Update the Area Lockdown procedures based on feedback and lessons learned.

Partial Lockdown

Partial Lockdown is a procedure used when there is a potential threat outside the school premises, or a non-immediate threat inside, which does not require a full lockdown. During a partial lockdown, students, staff, and visitors remain inside the school buildings with outer doors and windows closed and locked, but classroom doors remain open, allowing movement within the buildings. This ensures the safety of everyone inside while maintaining a level of normalcy and minimizing disruption.

Situations Requiring Partial Lockdown:

- A potential threat in the vicinity of the school (e.g., police activity nearby)
- A non-immediate internal threat that is contained or being monitored.
- Severe weather conditions that do not warrant a full lockdown.

Key Actions During Partial Lockdown

Immediate Notification:

- Notify the Decision Maker of the potential threat.
- Announce the partial lockdown using the school's communication system.

Securing the Perimeter:

- Close and lock all outer doors and windows to prevent entry from outside.
- Ensure that no one leaves or enters the building until the all-clear signal is given.

Internal Movement:

- Allow movement within the buildings, ensuring that classroom doors remain open.
- Continue with normal classroom activities as much as possible, while remaining vigilant.

Enhanced Monitoring:

- Increase monitoring of the school premises to ensure the safety of all individuals.
- Assign staff to monitor entrances and exits.

Communication (see below):

- Provide regular updates to staff and students, keeping them informed about the situation.
- Maintain communication with emergency services and local authorities and follow their guidance.
- Establish and maintain communication with parents/carers as soon as is practicable.

Await Further Instructions:

- Follow any additional instructions from the headteacher, lockdown coordinator, or emergency services.
- Remain in the partial lockdown state until an all-clear signal is given by a recognizable authority.

Post-Incident Review:

- Conduct a debrief session to discuss the response and identify areas for improvement.
- Provide emotional and psychological support to students and staff affected by the lockdown.
- Review and update the Partial Lockdown procedures based on feedback and lessons learned.

Full Lockdown

Full Lockdown is a procedure used when there is an immediate and severe threat to the safety of students, staff, and visitors within the school. During a full lockdown, all individuals must remain indoors, and all doors and windows are locked. Movement within the building is restricted, and everyone must stay out of sight and remain silent until the threat is resolved. This procedure is designed to maximize safety by preventing access to the school and minimizing visibility and movement within the building.

Situations Requiring Full Lockdown

- An active intruder or violent individual on school premises
- A major security threat.
- Any other immediate and severe threat that requires complete lockdown.

Key Actions During Full Lockdown

Immediate Notification:

- Notify the Decision Maker of the threat.
- Announce the full lockdown using the school's communication system with a clear and specific message.

Securing the Building:

- Lock all classroom doors and windows.
- Turn off lights and close blinds or curtains to obscure visibility from outside.
- Ensure all outer doors are locked to prevent entry, where safe to do so.

Restricting Movement:

- Instruct students, staff, and visitors to remain in their current locations.
- Advise everyone to stay away from doors and windows and remain out of sight.
- Maintain silence to avoid drawing attention.

Communication (see below):

- Use silent communication methods (e.g., text messages) to stay informed and provide updates.
- Keep lines of communication open with local emergency services and follow their guidance.

Await Further Instructions:

- Follow any additional instructions from the headteacher, lockdown coordinator, or emergency services.
- Remain in lockdown until an all-clear signal is given by a recognizable authority.

Post-Incident Review:

- Conduct a debrief session to discuss the response and identify areas for improvement.
- Provide emotional and psychological support to students and staff affected by the lockdown.
- Review and update the Full Lockdown procedures based on feedback and lessons learned.

Communication Plans

Internal Communication

Effective internal communication is crucial during a lockdown to ensure the safety and well-being of all students, staff, and visitors. Tytherington School utilizes a variety of communication methods to relay important information quickly and accurately. These methods include

- On Screen Messaging
- In-App Messaging
- Walkie-Talkies
- Telephone System

On Screen Messaging

Purpose

On Screen Messaging is used to broadcast urgent messages to all computers and digital displays within the school. It ensures that everyone receives the same information simultaneously, minimizing confusion and ensuring a coordinated response.

Usage in Lockdown Situations:

- **Initiating Lockdown**: Quickly broadcast the lockdown announcement to all screens.
- **Updates**: Provide real-time updates and instructions as the situation evolves.
- **All-Clear Signal**: Announce the end of the lockdown and any follow-up actions required.

In-App Messaging

Purpose

In-App Messaging allows for direct and group communication among staff members. It is particularly useful for disseminating detailed instructions, coordinating actions, and maintaining communication with the leadership team.

Usage in Lockdown Situations:

- **Immediate Notification**: Send lockdown alerts to staff members.
- **Coordination**: Facilitate communication between the Decision Maker and staff.
- **Instructions**: Provide detailed instructions and updates to specific groups or individuals.
- **Feedback**: Gather real-time feedback and status reports from staff members.

Walkie-Talkies

Purpose

Walkie-Talkies provide a reliable and immediate means of communication, especially in areas where digital communication might be compromised. They are essential for maintaining direct voice contact in critical situations.

Usage in Lockdown Situations:

- **Immediate Communication**: Quickly notify key staff members of the lockdown.
- **Coordination**: Enable real-time coordination among staff members.
- **Monitoring**: Allow staff to report their status and any issues encountered during the lockdown.
- **Backup Communication**: Serve as a backup communication method if other systems fail.

Bell Signals

Purpose

Our bell signal allows for direct and general communication to the whole school community regarding the need for evacuation.

Usage in Evacuation Situations:

- **Immediate Notification**: Ensure that the whole school community is aware that an evacuation is required.

Designated Bell Signal

Bell Signal	Indicates…
Single Continuous Ring	"Fire Alarm" and indicating the need for Evacuation.

By leveraging these internal communication methods, Tytherington School ensures a swift and coordinated response during any evacuation situation.

External Communication

Parents/Carers

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via Headteacher's Notes and/or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but communication of accurate information will help to 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.
- Understand that they should not contact the school or their child/children directly – They could interfere with emergency support provider's contacting the school and prevent maintaining calm and silence in the school, increasing risk of exposure to danger or harm.
- Understand that they should not come to the school – They could interfere with emergency support 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 to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

Communication with parents/carers needs to reassure them that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However, as a school we may need to reinforce the message that the school is in a full lockdown situation – During this period, the switchboard and entrances will be un-staffed, external doors locked, and nobody allowed in or out.

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.

Advice of the Emergency Services will support the decision of the Decision Maker regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local

authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance.

Training and Preparation

This policy will form a part of the Health and Safety Induction for new staff and with refresher training to be provided at least annually.

Students will be made aware of procedures via assemblies, other presentations, and via drills.

Parents/carers will be made aware that school has a lockdown plan, and a copy will be available for parents on request, with appropriate communication being made to ensure that they feel suitably informed.

Training Methods

The following are suitable methods adopted at Tytherington School for the purpose of training and preparation for lockdown situations.

Drills

Purpose

To simulate lockdown scenarios in a controlled manner, allowing staff and students to practice their response.

Steps

Planning:

- Schedule regular lockdown drills (e.g., once per term).
- Inform staff of the drill schedule in advance to minimize panic.

Scenario Selection:

- Choose different scenarios for each drill (e.g., intruder, severe weather).

Execution:

- Announce the drill using the school's communication system.
- Monitor the response of staff and students.

Debriefing:

- Conduct a debrief session immediately after the drill to discuss what went well and what needs improvement.

Documentation:

- Keep a record of each drill, noting areas of strength and areas needing improvement – Please see "Appendices
- Appendix A – Training, Preparation & Review Log" below

Example Drill Schedule:

- **Term 1**: Intruder on school grounds
- **Term 2**: Hazardous material incident nearby
- **Term 3**: Severe weather

Desktop Exercises

Purpose

To allow staff to think through their response to different scenarios in a non-stressful environment.

Steps

Scenario Development:

- Create detailed scenarios that could realistically occur.

Group Discussion:

- Gather staff in groups and present them with a scenario.
- Have each group discuss and outline their response.

Role Play:

- Assign roles (e.g., headteacher, teacher, student) and have staff role-play their response.

Analysis:

- Discuss each group's response, highlighting strengths and identifying gaps.

Follow-Up:

- Use insights from the exercise to refine lockdown procedures and training materials.

Example Desktop Exercise:

- **Scenario**: An intruder is reported on school grounds. Discuss steps from initial notification to the all-clear signal.

Feedback Collection

Purpose

To continually improve lockdown procedures based on real experiences and insights from staff and students.

Steps

Feedback Forms:

- Distribute feedback forms after each drill and desktop exercise.
- Include questions about what worked well and what could be improved.

Surveys:

- Conduct anonymous surveys to gather honest feedback.

Focus Groups:

- Hold focus group sessions with different stakeholder groups (e.g., teachers, administrative staff, students).

Analysis:

- Compile and analyse the feedback to identify common themes.

Implementation:

- Use the feedback to make necessary adjustments to procedures and training materials.

Communication:

- Share the improvements made based on feedback with all stakeholders to reinforce the importance of their input.

Tytherington School will take advantage of any training event and incident to obtain feedback and review and update this policy – see Appendices.

Preparation

Reviewing and ensuring that supporting mechanisms to this policy are in place will be the responsibility of Tytherington School's Health & Safety Coordinators.

APPENDICES

APPENDIX A – TRAINING, PREPARATION & REVIEW LOG

Following any training or preparation activity or lockdown incident and its subsequent debrief and review, the table below is to be appended.

Term	Date	Type of Exercise	Scenario	Participants	Feedback Source	Key Findings	Actions Taken
6	June 2024	Preparation	N/A	S Malkin	N/A	A full audit of internal and external door locks.	Record kept by H&S Coordinators.
6	10/06/24	Desktop Exercise	Student taken sharp knife from Food Tech room and threatening other students during lunch time.	SLT	SLT	Application of a rigid procedure does not suit all situations and therefore requires a principled approach with safety as priority, using means available to manage the situation.	Re-writing of our drafted Lockdown Policy into this more principled document containing principles and guidelines on potential actions to be taken by "Decision Maker" (i.e. most senior member of staff in the school at the time).
3	07/03/25	Lockdown Incident	Police attempted to arrest a known criminal at the local McDonalds who escaped from them and crossed the school field as part of his escape. Police advise a Lockdown to DF, who was on the astro. Partial lockdown was adopted with a focus on the top end of the school, where the individual had been seen running towards the gardens of Badger Road homes.	DF, N Amrooni, DP, EAB, plus staff & students.	Post-Training/ Incident Feedback Form SLT Meeting	Communications – Some staff unaware of incident owing to on-screen messaging system not used to initiate lockdown. Behaviour of some classes/individual students – not appropriate for the situation. Training and preparedness – As formal lockdown training has not yet taken place, following of procedure was not consistent. Effectiveness of current system – e.g. coverage for those not in classrooms.	Use of staff meeting to clearly outline: • Lockdown One-Sheet • Communication protocols ○ Refine on-screen messaging for use • Response • Whole School Assembly • Communications for parents/carers • Full drill practice

APPENDIX B – POST-TRAINING/INCIDENT FEEDBACK FORM

Where immediate feedback from all staff involved is not possible (e.g. following a drill or incident), an electronic version of this form is to be shared with staff:

What went well during the drill/incident?

What challenges did you face?

Were the communication methods effective?

Do you have any suggestions for improvement?

Additional comments:

Appendix C – Potential Actions for the Decision Maker

This section of the appendix aims to collate any additional potential actions that the Decision Maker could consider and take during an incident.

What?	When?	Description of Action

Appendix D – Standard Messages

The following standard messages are pre-programmed into the on-screen messaging system, for immediate use by the "Decision Maker" or IT Team:

Partial Lockdown

Entering Partial Lockdown

Please secure yourself, students and any colleagues/visitors inside the room that you are presently in, remain calm and await further instructions.

If teaching, please continue as normal.

Full Lockdown

Entering Full Lockdown

Please fully secure yourself, students and any colleagues/visitors inside the room that you are presently in, including:

- Closing blinds/curtains
- Moving away from view of the door/windows
- Remaining silent and calm
- Await further instructions

Lockdown Conclusion

Lockdown Has Concluded

Please return to normal activities and thank you for your cooperation.