
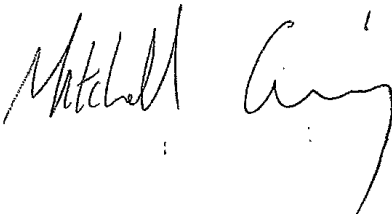




Walton Hall Academy

Lockdown Policy

APPROVED	March 2021		
REVIEW CYCLE	Principal to determine		
SIGNED BY PRINCIPAL		PRINT NAME	Julie wood
SIGNED BY CHAIR OF ACADEMY COUNCILLOR		PRINT NAME	Mitchell Gosling

1.0 Rationale

Walton Hall has created this policy to ensure the safety of all staff, pupils and visitors in the event that the academy is faced with a potentially serious hazard within the academy grounds, or within a close proximity of the academy grounds. This policy highlights the procedures for 'locking down' the site to provide a safe place for staff, pupils and visitors to remain whilst the hazard is eradicated. This may include locking all personnel within a building/buildings or moving them to a safer part of the site. Hazards that would necessitate the use of this policy include intruders on site, terrorist threats or national emergencies, however it may also be implemented in the event of an environmental hazard such as a fire elsewhere on site or a chemical spill for example.

2.0 Aims

- 2.1 To provide a safe place for staff, pupils and visitors during the event of a potentially serious hazard within the academy.
- 2.2 To set out procedures and protocols to ensure staff can direct all personnel to a safe place on site.
- 2.3 To inform all staff, pupils, parents and carers of the communication procedures during a lock down situation.

Aim statement to parents and carers

The care and security we provide to your child is paramount. We will do everything within our powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in the incident, we will comply fully with the instructions from the emergency services and constantly reassure the students in our care. Please don't attempt to come to the academy, unless asked to collect your child, as this may put you and your child at greater risk. As much as possible, we will keep you informed of the actions we are taking.

If you are caught up in an incident, we will continue to look after your child until you are able to return or a person nominated is able to collect them. We will try our best to keep in contact by landline, mobile or email. In extreme circumstances this may include overnight care, but this will be discussed with you and Social Services will also be kept informed.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available to us e.g. radio, television, internet etc. We will endeavour to protect your child from information or images that may alarm or distress them.

3.0 Lockdown Procedure

In the event of an intruder, terrorist attack or something of a similar nature within or close to the academy, we will take every step to ensure the safety of staff, pupils and visitors in our care.

- Staff, pupils and visitors are to stay in their respective rooms.
- Close the doors and lie low, encourage the pupils to lay under the tables, away from windows and out of sight.
- A member of staff is to call the police for further advice (this can be anyone), which should be followed (explain that you are calling from an academy and tell them how many pupils and

adults are present if possible). If possible, inform reception of the incident, who will then relay information to all staff and services.

- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
- Those outside are to move quickly to the nearest room; staff are to inform others by 3 blows on a whistle.

In the event of an armed or dangerous intruder entering the building.

- A member of staff or reception are to call the police immediately (explain that you are calling from an academy, and tell them how many pupils and adults are present).
- Is there a safe route out? Can you get there without exposing yourself to greater danger? If the location of the intruder is known, and there is safe passage available out of the building, the pupils should be lead, in SILENCE, out of the building away from the intruder. Be aware and alert if there is more than one intruder in the building.
- Do not insist everyone leaves together – assess the safety of the exit route/location of room that you are in.
- Leave all belongings behind.
- Do not assemble close to the building – identify a safe place to gather. Take advice from the police, if possible, when outside the building.
- If there is no safe route - pupils and staff to stay in their respective rooms.
- Those outside to move quickly to exit the premises without entering the building, via the safest route.
- Close the doors and lie low, encourage pupils to lay under the tables, away from windows and doors.
- Lock / barricade yourself in.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

N.B. Staff know their pupils well. This procedure is a guide and it is expected that staff, in the event of an attack, will have to dynamically adapt to the situation at that time.

In the event of an environmental hazard, such as a fire elsewhere on site or a chemical spill, NB it may be necessary to implement the Business Continuity Plan in the event of such an incident or hazard.

- Staff, pupils and visitors are to stay in their respective rooms.

- Inform reception of the incident, who will then relay information to all staff and services.
- A staff member to call necessary emergency services to assist.
- If the building is in any danger of being effected by the hazard, all personnel within the building will be moved to a safer part of the site if it's safe to traverse around site, ensuring the safest route possible is taken.