Lockdown Policy

Nurture Education Trust

Date of last review: 10/04/2026

Date of next review: 10/04/2028

Policy Owner: Mark Anderson

Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students at Nurture Education Trust. Our school uses the following ACT website to inform students how to keep safe (https://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx)

These links are used to help students understand the three basic principles of keeping safe in a lockdown situation, particularly if they are outside the main buildings at the time: Run - Hide - Tell.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose.

It is of vital importance that the lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill will be undertaken at least once a year. All parents/carers/guardians are informed the school has a lockdown plan, and a copy is placed on the school website.

<u>Communication procedures between parents and Nurture Education Trust</u>

- Nurture Education Trust lockdown procedures, especially arrangements for communicating with parents, will be routinely shared by Email or via the Schools website. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable.

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

- are reassured that the school understands their concern for their son/daughter's welfare, and that it is doing everything possible to ensure their safety

- do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- do not come to the school as this could interfere with the emergency services' access and may put themselves and others in danger
- wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from.
- School emergency codes will not be shared publicly to ensure systems and processes are not jeopardised.
- We will keep in touch with parents as far as is possible; please do not try to phone again as this will tie up Nurture Education Trust's phone lines and possibly prevent messages getting through to or from the emergency services'.

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 the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Head of Centre with regard to communications to parents.

Use of technology to assist with Lockdown procedures

- All staff are requested to have access to the Microsoft Teams APP via their laptop.
- They are added to an encrypted closed group on Teams named "Emergency Lockdown Procedure".
- This group will have information sent to it during a lockdown to update staff

Role's and responsibilities

In the event of a lockdown event there is a clear responsibility ladder, the Head of Centre will co-ordinate all actions and decisions required until the emergency services arrive. In the event of the Head of Centre being injured during the emergency, the team's positions would cascade up the responsibility ladder.

- Head of Centre – Primary lead, direct operations and phone emergency services.
- Deputy Head LS – Secondary Lead, liaise with emergency services onsite.
- Deputy Head AK – Third Lead contacts emergency services
- Office Manager – Monitors CCTV

Emergency lockdown's and codes

- In the event of a lockdown event there is a chain of command, the Head of Centre will co-ordinate the actions required. In the event the Head of Centre is injured this falls to the Deputy Head LS and then Deputy Head AK.
- If a full lockdown procedure is required the following code will be transmitted to all areas of the building via tannoid – Code Red
- If the emergency is a bomb alert then students will need to be evacuated to the fire assembly point then the following code will be transmitted on the tannoid five times – Code Black. Blank registers will be used for tutors to register students and hand information to the PA to the Head of Centre.
- A member of the team will be directed to make the call directly to the police from the office. The member of staff will be required to give details of the incident and descriptions of the intruders. The police will be kept on the phone until an officer arrives and staff member will follow instructions and pass these to the leadership team.

Communication

- The tannoid from the main office to the Science hallway and upstairs and Microsoft Teams are the main devices that will be used across the school.
- The school has a specific Microsoft Teams Group 'Emergency Lockdown Procedure'. In the event of a lockdown where students and staff will be quiet in rooms communication will be sent through the use of the Microsoft Teams APP via laptop. All staff are expected to have the Microsoft Teams APP installed on their laptops. Laptop sound should be switched to silent, as not to attract attention.
- The Head of Centre supported by the Deputy Head's will lock external doors if possible. All doors where possible will be locked.
- Students and staff found out of lesson, are to run and hide at the nearest appropriate room, shut the door and lock and remain out of sight.

Whistles

- Whistles will be used outside when pupils are not in classrooms - they must head immediately inside the school building for lockdown if an incident occurs.
- Gardening sessions/sport/science experiment/other outdoor activities (delivered onsite) - staff will blow a whistle and direct all students and additional staff to go inside the building immediately.
- Nurture Education Trust recognises that whistle's are ineffective inside the school building and are for outdoor use only.

First Aid equipment

- First aid equipment is located in the school office, kitchen, server room and art room.
- Heavy duty gauge, bandages are kept in all classrooms.
- The nearest defibrillator is onsite at the school outside the front

Procedure for Emergency Lockdown

1. Delivery/Student Support Staff to pick up whistles where appropriate.
2. If an intruder approaches staff are on Teams chat and to phone the main office phone 01603 622288.
3. All students are to quickly move to the nearest room. Lock down the rooms, cover glass in doors and stay silent.
4. Head of Centre to phone police.
5. All lights should be switched off and if possible blinds and curtains shut.
6. Small Kitchen, Science rooms and Art room should be locked (which contain sharps).
7. Members of staff in the event of an escalating emergency may decide that exiting the room via a window is the safest option. In an event like this you must make a decision and take any action you deem appropriate.
8. In the event of a lockdown procedure your main priority is to run, hide, tell.
9. Main corridor doors and doors to main school building and office will be locked. As the school is locked down by SLT these will be used were possible to further secure the site and make access to intruder difficult.
10. Reception secure entrance will be locked down and will give valuable seconds to help run, hide, tell.
11. Staff will be notified of the all clear by the Head of Centre individually informing each classroom.
12. Classes will be returned to normal and staff will await further instructions by SLT or the police.

Procedure for a bomb scare/attack -

8. SLT to inform staff of the situation by using Teams App, Tannoid intercom or phoning main office number 01603 622288.
9. Head of Centre to alert police by mobile phone. Head of Centre to walk out to the fire assembly point at the back of the main car park keeping the police on the line at all times.
10. Staff to calmly direct students to the back of the main car park in tutor groups. Students to report to tutor, everyone must be quiet. Registers will be taken.
11. SLT to check classrooms and clear any students to the check point. Await instructions from the police or Head of Centre.
12. Staff await communication from the Head of Centre or police.
13. Once the site has been confirmed as safe, students will be directed back into the building.

Codes reminder

Full emergency lockdown procedure to be followed - Code Red
Procedure for a bomb scare/attack - Code Black

Information for Parents (shared on website)

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Nurture Education Trust has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if a Lockdown was in progress. Obviously, such emergencies would all present unique challenges, and *the school would be obliged to follow guidance from the relevant emergency services* which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

Procedural information for Parents

Should a Lockdown occur, it is advised that developments are communicated to parents / guardians as soon as is practicable and in some cases in agreement with the emergency services and the most senior member of Nurture Education Trust staff overseeing the incident. Parents will naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its students, and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understands their concern for their child's welfare, and that everything possible is being completed to ensure their safety
- Refrain from directly calling the school's office. Calling the school could block telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe dismissal of students from site.

During the initial "breaking news" of the incident it is vital that all parents are reassured that the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services and Nurture Education Trust jointly to resolve the matter as soon as possible with little impact to the pupils and the wider community.

However, it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the office phones and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice."

Useful Links

https://www.gov.uk/government/publications/developing-dynamic-lockdownprocedures

https://www.gov.uk/government/collections/crowded-places

http://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx

Specific advice and support for the higher education and further education sector:

- **Advice and guidance for Higher Education:** https://www.safecampuscommunities.ac.uk/
- **Advice and curriculum resources for Further Education:** http://preventforfeandtraining.org.uk/

The following online resources may be of specific assistance to educators (safeguarding leads) with **discussions about terrorist attacks**:

- **The PSHE Association Frameworks:** Secondary Resource
- Educate Against Hate

Support to victims

The Victims of Terrorism Unit at the Home Office victims of terrorism page, includes access to support services, including mental health and other medical services. It also gives advice on handling requests from the media.

The **Department for Education's School and College Security Guidance** can be found:

School and College Security Guidance

Terrorist Incident Response Checklist

Linked Policies

- Admissions
- Equality and Diversity
- Home-School Agreement
- Whole School Attendance