



**Determination Respect Engagement Ambition Motivation Success**

**Trafford Alternative Education Provision**

# Security lockdown procedure

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## Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher  (In the absence Deputy Head)	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	<u>0781712870/ 07929092049</u>
Deputy headteacher/ Assistant Head  (In the absence Business Manager/ SENDCo)	Escort visitors to agreed safe place.  Communicate with parents/carers.	<u>07974298461</u>
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager  (In the absence Business Manager)	Make sure all access points are secured.	<u>07977785065/ 07739856711</u>

## Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"><li>Public address (PA) system will notify an instruction to enter classrooms immediately and will remain repeating the message. This will be heard through the school and access to the alarm system is at each of the three entrances.</li></ul>	<ul style="list-style-type: none"><li>PA system will cease repeating the message and an announcement from the headteacher or delegated staff member will announce that school is now safe via the PA system.</li></ul>

## Security lockdown plan

<b>Our safe assembly points</b>	<p>Staff and pupils should take shelter in the event of a lockdown in their classrooms/ offices.</p> <p>Follow RUN, HIDE, TELL</p> <p>Visitors should follow the staff member who has collected them and there is not designated room allocated, they should follow the staff member to the nearest classroom/ office.</p> <p>Pollution or a gas cloud in the area would require sheltering in a central area with fewer windows, such as the staffroom, whereas an intruder on the premises would mean locking staff and pupils in individual classrooms.</p> <p>In the event of a pollution or gas cloud avoid rooms with air handling units, such as kitchen and room 18.</p> <p>Staff should assume the lockdown system has been alerted for an intruder alert, unless otherwise instructed.</p>
<b>Secure entrance and exit points</b>	<p>For safeguarding reasons all entrances to the building are locked and secured, however in the event of a lockdown, admin staff are to check their entrances.</p>

<b>Bring pupils inside</b>	<p>All staff are to be equipped with radios and business phones which they will be notified in the event of a lockdown if they cannot hear the announcement.</p> <p>Staff and pupils on trips, the trip leader will be contacted about the incident and to make suitable arrangements.</p> <p>Pupils will be signed in via inventory and this will be used to cross reference safety.</p>
<b>Steps to increase protection</b>	<ul style="list-style-type: none"> <li>• Lock and screen doors</li> <li>• Position children away from sightlines from external doors and windows – for example, under a desk</li> <li>• Turn off lights and monitors</li> <li>• Make sure mobile phones and electronic devices are on silent, or turned off</li> <li>• Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)</li> <li>• Cover windows and air vents (if the risk is pollution or a gas cloud)</li> </ul>
<b>Internal communication during a lockdown</b>	<p>Staff should communicate via their business phones, staff are advised to ensure their work mobiles are fully charged, each other staff member's work numbers are stored in their work phones and they have access to emails. As this is the preferred method of communication.</p> <p>Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.</p>
<b>Communication with parents/carers during a lockdown</b>	<p>All form tutors should notify their parents/ carers via their work phones.</p> <p>A message should be at the earliest convenience sent out on class dojo.</p> <p>Parents/carers are advised 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.</p>

<b>Arrangements for pupils or staff with additional needs</b>	<p>The school SENDCo would be responsible of ensuring a pupil PEEP is known to staff members.</p> <p>The Business Manager would be responsible for a staff PEEP being disclosed in an emergency.</p>
<b>Lockdown duration</b>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>
<b>Evacuation plan, if needed</b>  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>Where will you go? List an alternative place of safety that is pre-arranged (e.g. another school, a college, leisure centre).</p> <p>Name: The Gardeners Arms</p> <p>Type of venue: Local pub</p> <p>Contact name and number: 0333 234 8130</p> <p>Include useful information such as distance from school, directions, capacity and opening hours.</p>
<b>Security lockdown drills</b>	<p>This will be completed once per term.</p> <p>Pupils will be informed, by talking to pupils in assembly and sending a letter to parents/carers.</p> <p>Staff will have dedicated training once per academic year.</p>

## Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers 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/carers 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 all clear has been given, or until you're told to evacuate by the emergency services		