

# The Whitby Secondary Partnership Federation


## LOCKDOWN PROCEDURES

Schools: Caedmon College Whitby, Whitby Sixth Form and Eskdale School

This plan has been developed to be used in conjunction with NYC's School Emergency Response Guide and Disaster/Critical Incident Recovery Policy. It was first created in June 2017. It was adopted by Federation Governors on 19 May 2018. It will be reviewed every two years, or sooner if new, relevant guidance is issued from a leading authority.

Review dates	By Whom	Approval date
March 2018	Staff and Governors	8 May 2018
September 2020	Staff and Governors	24 September 2020
November 2023	Staff and Governors	21 November 2023

Signed by the Chair:



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## **Introduction**

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. An online video ([link here](#)) is being used to help students to 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**. A crib sheet of the actions staff and students should take in a Lockdown situation has been produced for each classroom as a quick reference guide.

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 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 more of the school sites
- the close proximity of a dangerous dog roaming loose.

### **The following should be followed in the case of 'lockdown':**

- Raise the alarm by contacting or going to reception. The lockdown alarm activation panel at Eskdale School is located in reception and, at Caedmon College, it is in the office kitchen area. These alarms require a key turn and then will emit an intermittent sounding of the fire alarm - ie, not a continuous sounding of the alarm) until turned off with the key being turned back - this should be done after ten seconds. At the Sixth Form Site, the alarm will be sounded by six short rings of the bell.
- For students/staff outside, the alarm must be raised by those outside who are aware of the situation to reception or office staff to activate the alarm. A one-second repeat of fire alarm tone will be emitted for around 10 seconds, or six rings of the bell on the sixth form site (either by a member of the admin or site team, or by a senior member of staff) and then the word should be passed onto others to ensure that, by word of mouth, the word 'lockdown' gets around and everyone receiving this information should then 'Run' and 'Hide'.
- As appropriate, the Head of School/designated person should establish communication with the Emergency Services as soon as possible. Those inside the building should remain within the room they are in.
- The Head of School/designated member of the senior staff, will notify the Local Authority and the other school sites so that staff do not transfer to the site of the lockdown until the emergency is over.
- Once all students and staff in the vicinity are inside, windows should be closed and secured/locked if possible/internal classroom doors closed by the member of staff in each room. If possible, furniture/door stoppers can be used to barricade the door(s) if felt necessary to protect those inside. Blinds/curtains should be closed where possible and everyone should keep away from windows and doors and hide underneath/behind furniture.
- Once in lockdown mode, staff should take a register of staff and students inside their room and send an email to the office, if possible, without putting anyone in danger (no phone calls are to be made as the phone lines need to be kept free).
- Staff should encourage students to keep calm, remain out of sight and not to access the internet or use their mobile phones.
- Staff should not transfer to the other site during a lockdown situation.
- If necessary, parents should be notified as soon as it is practicable to do so via text/email and the School/College/Sixth Form website (as appropriate); parents should

be asked not to contact the School/College/Sixth Form Site, or to go there, until the emergency is over.

- Students will not be released to parents during a lockdown; everyone will need to remain inside until the emergency is over.
- Staff and students should remain in lockdown until it has been lifted by a senior member of staff, followed by designated staff, such as office staff (or emergency services staff), informing others that the lockdown is over.
- During a lockdown, staff will keep open the lines of communication but must not make unnecessary calls to the School/College/Sixth Form Office as this could delay more important communications. If appropriate, senior members of staff will make use of the internal email system and instructions will also be passed on via text message in an emergency. This will include keeping staff at the other sites updated on the situation to ensure that no staff transfer to the site in a lockdown situation until the emergency is over.

It is of vital importance that the lockdown procedures are familiar to all members of staff. To achieve this, a lockdown drill should be undertaken at least once a year. Parents should also know that the School/College/Sixth Form has a lockdown plan, and a copy should be placed on the School/College/Sixth Form website.

There will be an additional procedure in place in relation to what to do in the event of a lockdown while examinations are in progress.

### **Communication between parents and the School/College/Sixth Form**

Lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the School/College/Sixth Form 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/College/Sixth Form 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/College/Sixth Form because, in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- do not come to the School/College/Sixth Form site affected, as this could interfere with the emergency services' access and may put themselves and others in danger
- wait for the School/College/Sixth Form to contact them about when it is safe for them to come for their son/daughter and where to collect them from.

**Message to be placed on the incoming School/College/Sixth Form call system and to be communicated via the School/College/Sixth Form webpage in the event of the need for lockdown procedures: *'The School/College/Sixth Form is in a lockdown situation. During this period the switchboard and entrances will be not staffed and no-one should enter or leave the School/College/Sixth Form until further notice. We will keep in touch with parents as far as is possible; please do not try to phone again as this will tie up our phone lines and possibly prevent messages getting through to or from the emergency services'.***

### **Emergency Services**

It is important to keep open the lines of communication with the emergency services as they are best placed to offer advice as a situation unfolds. The 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 School with regard to communications to parents.

## **Lockdown Procedures during Exams**

### **Invigilators must:**

- The lockdown alarm will sound for around 10 seconds (it is similar to the fire alarm but intermittent rather than a continuous ringing); this indicates that Lockdown procedures must be put into place.
- Students must stop writing and leave their exam paper on their desk.
- Students must be reminded that they are under exam conditions and must not talk to each other, but please encourage them to stay calm.
- Invigilator to make a note of the time – DO NOT TRY TO MAKE A PHONE CALL, as the main switchboard will need any telephone lines to remain available.
- MAIN HALL – pick up the register and ask students to make their way onto the stage behind the curtain or a cupboard – depending on cohort numbers and whichever is nearest.
- Sports Hall – students are to remain at their desks – invigilator to check the toilets and changing rooms and barricade the doors.
- iCollege (CCW site) – students to make their way up the stairs at either side of the stage within the room and hide, out of sight, in one of the offices at the top of the stairs.
- Access Arrangement Rooms – invigilator to make the room as secure as possible and take cover with the student(s) where appropriate
- Staff and students must remain in lockdown until the situation has been confirmed as lifted by a senior member of staff/the emergency services.
- If, at any point, the fire alarm sounds during a Lockdown then the normal fire evacuation procedures must apply.