

# The Heath Academy



Growing Excellent Learners

## Lockdown Policy

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## Definitions

*Note: these terms are standard throughout all policy documents and are designed to provide clarity*

### Section 1: The MAT

“the Academy Trust” and “Trust”	mean the Heath Academy Trust Company.
“the Board”	means the Board of Directors of the Heath Academy Trust Company.
“the Directors”	refers to the group of (up to 12) Directors who make up the Board, and who are also the Heath Academy Trust’s “Trustees” under charity law.
“Finance Committee”	refers to the Finance and Audit Committee formed by the Board to manage the financial affairs of the Trust.
“Accounting Officer”	is a role held by the Chief Executive Officer (“CEO”) of the Trust, and one which includes a personal responsibility for the financial resources under the Trust’s control. He is accountable for the Trust’s financial affairs.
“Chief Finance Officer” (CFO)	is the Trust’s finance director, and also the Trust Business Manager, to whom the Accounting Officer delegates responsibility for delivery of the Trust’s financial processes and reports, and for the oversight and consolidation of the Academies’ financial data.
“Trust Business Manager” (“TBM”)	Fulfills the CFO role within the Trust, including compliance and statutory returns as described in the Academies’ Financial Handbook.
“Leadership Team”	is a team representing the Academies, consisting of the Headteachers and the CEO, and the TBM.

*A full description of the positions listed and their responsibilities will be found in the current Academies’ Financial Handbook*

### Section 2: The Schools

“Academy”	One of the six schools making up the Heath Academy Trust.
“Academies”	All of the six Academies.
“School”	means an Academy within the Trust.
“Finance Officer”	The person responsible for the day to day management of an Academy’s financial operations.
“Governor”	means a formally elected and appointed member of a School’s Governing Body (generally referred to as the LGB).
“Headteacher”	means the senior person at an Academy who may also be and Executive Headteacher and/ or elected as a Director of the Board.
“School’s Leadership Team”	A group within each School consisting of the Headteacher, senior staff and the local Governing Body.

# Lockdown Policy

## 1.0 Introduction

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As part of our Health and Safety policy to protect staff, volunteers and pupils, on rare occasions it may be necessary to restrict access to the school.

The following procedure will be invoked with the aim of taking shelter within the school premises. A lockdown is implemented when there are serious security risks to people and the premises due to: -

- ❖ A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- ❖ An intruder on the school site (with the potential to pose a risk to staff and pupils)
- ❖ A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- ❖ A major fire in the vicinity of the school
- ❖ The close proximity of a dangerous dog roaming loose.

The first duty is to ensure safety for self and pupils.

It is essential that a lockdown situation is effected as quickly as possible. This means that any member of staff can call a Lockdown; *this should be done by contacting the office* as soon as possible. The office will then relay the message to the whole site.

## 2.0 Lockdown Plan

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The lockdown plan is as follows:

Signals	
Signal for lockdown	<i>Two way radio</i> NB This must not be the fire bell
Signal for all-clear	Verbally from designated person

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire doors Internal doors All windows
Communication arrangements	<i>Two way radio or mobile</i>
Notes	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

### 3.0 Lockdown Procedures

Lockdown Procedures		Person Responsible
1.	<p>Ensure all pupils are inside the school building. Check that all children are present.</p> <p>Alternatively, ask pupils to hide or disperse if this will improve their safety.</p>	Class Teachers / Support Staff
2.	<p>Lock / secure entrance points (i.e. all doors and windows) to prevent the intruder entering the building.</p>	Class Teachers / Support Staff / Office Staff / Lunch Staff
3.	<p>Dial Emergency Services and manage communication with them.</p> <p>Notify other local schools and LA, following Schools Watch procedures.</p>	Office Staff
4.	<p>Keep children calm and quiet.</p>	Class Teachers / Support Staff
5.	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>• Block access points further (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall</li> <li>• Keep out of sight</li> <li>• Draw curtains or blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows or doors</li> </ul> <p>NB Not all of these are applicable in all situations; the class teacher must judge which action should be taken</p>	Class Teachers / Support Staff
6.	<p>Ensure that staff and volunteers are aware of an exit point in case the intruder does manage to gain access.</p>	Class Teachers
7.	<p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p> <p>NB If it is necessary to evacuate the building, the fire alarm will be sounded and Emergency Procedures will be followed as usual.</p>	Class Teachers
8.	<p>Notify parents and carers as soon as it is practical by Parent Mail.</p> <p>NB Children will not be released to parents during lockdown.</p>	Office Staff

## 4.0 Communication With Parents

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School lockdown procedures will be shared with parents. In the event of a lockdown then: -

- Parents will be reassured that the school understands their concern for their child's welfare and is doing all it can to ensure the safety of the children
- Parents will be told not to contact the school as this would tie up telephone lines that are needed for contacting emergency providers
- Parents do not come to the school as they could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Parents must wait for the school to contact them about when it is safe for them to come and get their children, and where this will be from.
- Parents will be told "The school is in a full lockdown situation. During this period the entrances and telephones will be un-manned, external doors locked and nobody allowed in or out. You may put your child in danger by contacting the school either in person or by telephone."
- A letter to parents will be sent home as soon after any incident as possible, to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these rare occasions and to reassure them.