




Richmond Hill School Lockdown and Emergency Policy

We aim to in all we do to -

'Grow independence, build communication and believe we can achieve our personal goals'

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FGB ratified date	
This is a Local authority adopted policy	No
This is school policy	Yes

Richmond Hill School	Lockdown and Emergency Policy	
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Date	Review Date	Author	Nominated Governors
Sept 2021	Sept 2022	Head teacher	Fully Governing Body

INTRODUCTION AND RATIONALE

All of our pupils have varying degrees of disability and many are on the autistic spectrum; they have greater difficulty than other pupils with social understanding and communication. Therefore it is essential that this policy is implemented consistently to support all pupils and maintain physical, social and emotional development and ensure a safe environment.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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

- 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

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff.

Signals	
Signal for Partial Lockdown	A member of office staff as directed by: SLT or in their absence Pathway leads Would play a message 'Partial Lockdown' through all class telephones. Office staff ring hand bell to alert any staff outside
Signal for Full Lockdown	A member of office staff as directed by: SLT or in their absence Pathway leads Would play a message 'Full Lockdown' through all class telephones. Office staff ring hand bell to alert any staff outside

Signal for all-clear	Verbally via class telephones.
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Partial Lockdown

Alert to staff: 'Partial Lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to the building. Staff will be alerted via office staff and school hand bell
- All staff and pupils will remain in the building and external doors and windows will be locked.
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

All situations are different.

Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

In the event of a child refusing to co-operate and return to the building during a lockdown then emergency physical intervention will be used to take the child to a designated safe space

If on a trip and lockdown occurs classes / groups will stay off site, and be directed when it is safe to return. Where possible they will seek to go to the RHS site that is not in lockdown and stay there until safe to return. In the very rare occasion that both sites are in lockdown classes / groups will remain off site.

Full Lockdown

Alert to staff: 'Full Lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to the building. Staff will be alerted via office staff and school hand bell
- All pupils return to a classroom or remain in the teaching area (if safe to do so). Close any doors in the corridor in passing.
- External doors should be locked. Classroom doors should be blocked – wedge or bolt.
- Windows are locked, blinds drawn and pupils encouraged to sit quietly out of sight where possible (e.g. under desks).
- Head count of pupils. Designated classroom leads can communicate lockdown with offices that all pupils are accounted for.

- Staff and pupils will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- At any point during the lockdown, if the fire alarm sounds this will signal a full evacuation as per fire alarm.
- During the lockdown staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the central office as this could delay more important communication.

Lockdown		
Rooms most suitable for lockdown	All classes	Remain in own classroom
Communal Areas		
	Hall	Music room (West) Meeting room (East)
	Playground	Enter school by nearest door and remain in the building
	Expressive Arts Room	Remain in the room
	Cookery room	Remain in the room
	ICT room	Remain in the room
	Soft play/light room	Remain in room – nearest phone Library – West Flamingo – East
	Garden (West)	Enter school by the nearest door & join Emerald or Silver Class
Possible entrance points – all should be secured	External doors Reception Staffroom Internal doors All windows	
Corridors	Close doors if possible on returning to classrooms.	
Communication	Class telephones,	
Notes	If someone is taken hostage on the premises the school should seek to evacuate the site in a safe and ordered way.	

Information for parents

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared either by the school newsletter or via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. This is likely to be in the form of a text message.

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

- are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety.
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting the Emergency Services.
- do not come to the school. This could interfere with Emergency Services' access to the school and may even put themselves and others in danger.
- wait for the school to contact them about when it is safe for them to come to get their children or whether transport will take children home.

Parents will be told '...the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody will be allowed in or out...'

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 Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decisions of the Head Teacher regarding the timing of any communication to parents.

Appendix 1

Initial Response Checklist (e.g. in response to intruder in the school grounds)		Tick / sign / Time
1.	Office to activate the partial/full lockdown alarm.	
2.	Office to Dial 999.	
3.	All Staff - Ensure all pupils are inside the school building.	
4.	Site Staff - Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. Use a wedge on the door if a lock is not available.	
5.	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ● Block access points (e.g. move furniture to obstruct doorways) ● Sit on the floor, under tables or against a wall. ● Keep out of sight. ● Draw curtains / blinds. ● Turn off lights. ● Stay away from windows and doors. <p>Teachers/ Class leads will be responsible for the class they are teaching when a lockdown is announced.</p>	
6.	Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building.	
7.	If possible, lockdown offices, check for missing / injured pupils, staff and visitors. Once in lockdown mode, staff should notify Year Band Leaders via the classroom telephones if someone is missing. Year Band Leaders will relay information to Deputy Heads or rota duty manager.	
8.	Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	
9.	Staff will be alerted to the activation of the plan through the classroom telephone loudspeaker.	
10.	If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via class telephones.	
11.	Pupils will not be released to parents during a lockdown. Staff must not use mobile phones to communicate with anyone other than SLT during lockdown.	
12.	Groups that are off-site will be notified by the office when it is safe to return to the premises.	