



SOUTH DARTMOOR
COMMUNITY COLLEGE

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Owner	Directors
Approved	Draft
Review Cycle	1 year
Next Review	June 2020



South Dartmoor
Academy

Policy Date: September 2019

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For further advice and guidance in relation to this policy, please contact D Vile on dvile@southdartmoor.devon.sch.uk or on 01364 652230

Lockdown Policy



Lockdown Procedure

Lockdown procedures will be activated in response to any of the following situations:

1. A reported incident, disturbance in the local community
2. An intruder on the site(s)
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
4. A major fire in the vicinity of the College
5. The close proximity of a dangerous animal

Management and Control of Lockdown procedure	
Nominated person	Responsibility
Principal	Initial contact with the emergency services and informing Deputy Principal, Assistant Principals, Head of Sixth Form and Atrium
Designated Safeguarding Lead	Liaison with staff and parents
Business Manager and Caretakers	Site Security
Principal's PA	Communication with staff and emergency services
Reception staff/Caretakers	Sounding and silencing the Lockdown alarm



Procedure	Responsible Person
<p>Notification of lockdown</p> <p>Upon notification of the need to Lockdown, the Principal, Designated Safeguarding Lead, Deputy Principal or Business Manager must be informed and they will inform reception staff to sound the Lockdown signal - 3 rings of the fire bell lasting 10 seconds each.</p> <p>Sixth Form staff, Principal's PA and Atrium staff also informed.</p> <p>The lockdown sound will be activated from the panel Point in front reception. This involves a staff member manually pressing the button. If the incident means the reception staff have to leave their area then the continuous alarm will not be deactivated until that area is safe to enter.</p> <p>The front doors at College reception will be locked from the reception desk if safe to do so.</p> <p>All Staff email issued by Principal, Deputy Principal or Principal's PA - subject heading - LOCKDOWN TAKE SHELTER</p> <p>Heads of House, PE and Pastoral staff informed by radio using channel 4 and 10</p> <p>Principal, Deputy Principal, Designated Safeguarding Lead or Principal's PA to dial 999 and call the appropriate Emergency Service with details of the Lockdown and Threat</p>	<p>Principal, Deputy Principal, Designated Safeguarding lead, Business Manager</p> <p>Reception Staff</p> <p>Principal, Deputy Principal, Business Manager or Designated Lead</p> <p>Principal, Principal's PA, Deputy Principal or Designated Safeguarding Lead</p>



Upon notification of lockdown

All outside activity to cease immediately and staff and students to go inside to the nearest safe building/secure area e.g. Astro turf.

Staff member to explain to students we are in a “lockdown situation” and that the following actions need to be completed:

- Close and lock all windows and doors, keep out of sight and close blinds/curtains if fitted.
- Turn off lights.
- Block access points to rooms, e.g. put tables in front of doors.
- Mobile phones (if already turned on) should be put into silent.

Staff and students are to remain in their internal area, keeping away from the windows and low to the floor, under tables if possible. Everyone to remain silent, unless giving instructions.

Staff member to retain access to laptop/PC (if safe to do so) as updated messages will be communicated through this method.

If a specific threat exists to a specific area this will be communicated through email or site walk, and where safe to do so, staff and students will be removed from the affected area to a place of safety.

Remain inside the room until you receive an **ALL CLEAR, LOCKDOWN OVER** email or unless told to evacuate by the emergency services.

This section applies to all South Dartmoor staff

Signal for all-clear

Decision for All Clear to be made by the Principal, Deputy Principal or Designated Safeguarding lead

Email sent to all staff - subject: **ALL CLEAR - LOCKDOWN OVER**

Radio message sent - subject: **ALL CLEAR - LOCKDOWN OVER**

If continuous alarm is on this can be deactivated by reception staff when the ‘All Clear’ is given

Principal, Deputy Principal or Designated Safeguarding Lead
Front reception staff/Caretaker



Parental Communication

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as possible. This will be through the 'group call' text system.

The College social media feeds will be updated by PEN.

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

- Are reassured that the College 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 College. Calling the College could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the College. This could interfere with emergency provider's access to the College and may even put themselves and others in danger
- Wait for the College to contact them about when it is safe for them to come to get their children, and where this will be from

Parents will be informed that the College is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

Communication will be kept open with Emergency Services as they are best placed to offer advice as a situation unfolds. The College 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 Principal regarding the timing of any communication to parents.

This policy will be due to be reviewed in 1 year or earlier if legislation or practice should change significantly in the meantime.

Leadership Teacher responsible for policy: Dan Vile

Implementation Date: September 2019

Review Date: June 2019 (ready for September 2020)