

# **Royds Hall Community School Lockdown Policy**

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## **ROYDS HALL COMMUNITY SCHOOL**

### **LOCKDOWN POLICY**

This document forms part of the School's overall Emergency Plan.

#### **Aims:**

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

This document forms part of the School's overall Emergency Plan.

### **INTRODUCTION**

As part of our Emergency Planning and Health and Safety Policies and procedures the School has a Lockdown policy which includes partial lockdown (in vacuation). Specific guidance is provided for each site.

A full or partial lockdown may be deemed the most appropriate course of action if an incident occurs inside or outside the school buildings/grounds and which renders an evacuation unsafe. Staff/pupils/students/service users/visitors would be expected to stay in a designated safe/lockdown area inside until advised otherwise by the Emergency Services. For remote/external areas it may be safer not to return to your establishment but consider staying in-situ or going to an alternative location.

A **partial lockdown** may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is in the grounds.

A **full lockdown** may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to your establishment.
- if an intruder is on site with the potential to pose a risk to staff and pupils.

The additional step of lockdown aims to help prevent an intruder or violent individual from causing harm if they gain access to the building.

**However, STAY SAFE principles must take precedence (Run>Hide>Tell) if the nature of the threat is such that the school lockdown procedure cannot be implemented eg an aggressive terrorist attack.**

## **PROCEDURES**

### **1. Initiate Lockdown**

This signifies that there is an immediate threat to the School site.

The lockdown alarm will be sounded to indicate that the lockdown procedures should be initiated. Upon activation of the alarm everyone should assume it is a full lockdown until informed otherwise.

Wilson Building: The school bell will be rung intermittently for at least a minute

Luck Lane Primary: Tannoy CODE ONE

Beech Primary: The school bell will be rung intermittently for at least a minute

#### **a. Ensure safety of people**

Everyone should come into the school and be off the corridors as quickly as possible

If in the middle of a lesson: Teachers, Teaching Assistants and students should remain in their classrooms. Other staff/visitors should go to the nearest available office.

If at break, lunch or lesson change over: Teachers, Teaching Assistants and students go to their next lesson. Other staff/visitors should go to the nearest available office.

Emergency Team to move to central point (see para 2b).

Staff responsible for PE lessons outside need to assess the situation at the time as the safest option may be to take their students to another location rather than re-enter the building. The Emergency Team must be informed at the earliest opportunity of this decision. If secondary PE classes are in school, then they should gather in the gym and staff to use the computer in Reprographics room for communication.

Catering Team to secure shutters, ensure doors are closed/locked, make the kitchen safe and, if possible, all gather in the office.

In Wilson building SPIE caretakers/cleaners once they have checked their areas should proceed to the caretaker's office.

#### **b. Secure school and minimise movement**

##### **Staff should:**

- External doors locked and secured.
  - Windows closed
  - Lock or block their classroom door
  - Close the curtains or blinds in the room if they are available
  - Turn off the projector and lights
  - Position students against the wall adjacent to the door or in the most non-visible positions.
- This procedure must be tailored for the individual rooms being used

- Ensure everyone in the room remains in this position until “all clear” is announced. (The school bell will be rung 4 times.)
- Insist that students and adults remain quiet
- Ensure no one answers the door during the lockdown
- All student mobile phones must be turned off.
- Staff phones should be on silent.
- Staff to have access to school email on PC/laptop/lpad/mobile phone.
- Staff should support students in keeping calm and quiet.
- Everyone to remain in-situ until further notice.

Where possible, doors and windows should be screened and students positioned away from possible sight lines from external windows/doors, if necessary, under desks/tables.

Lights and projectors should be turned off.

**c. Register of staff, students, visitors.**

Teachers to complete a SIMS register to ensure that all students are present. Inform Attendance if there are any students missing or any additional students in classroom.

After 10 minutes Attendance to run missing student list and inform the Emergency Team by email (lockdown@roydshall.org).

The signing in system will be used as an indication of which staff and visitors are in school.

**d. Communication**

The primary means of communication across the sites will be via email. Teachers and staff in classrooms/offices should monitor their emails for further instruction. Radios will also be a key means of communication.

Note that all situations are different so, therefore, cannot all be captured here. Staff are required to remain flexible and ready to respond quickly to any changing scenario.

**Emails will provide instruction on:**

Nature of lockdown

Indication of whether this is a full lockdown or a partial lockdown that may allow some movement.

Any potential danger that may require specific action in particular areas of the school.

Updates as the situation progresses.

If, at any point, during the incident it is deemed that a quick evacuation is necessary then the fire alarm will be sounded. Staff should remain vigilant in respect of the reason for the lockdown but follow normal evacuation procedures.

It is acknowledged that there is also a risk that the intruder has activated the fire alarm as a ploy to get everyone out of the classrooms etc. However, this is considered less of a risk than there being an actual fire activation and action not being taken.

There will be a group email ([lockdown@roydshall.org](mailto:lockdown@roydshall.org)) available to SLT to facilitate managing the situation.

**e. All clear**

Once it is felt that there is no longer any risk to staff/students then the all clear will be given by the Incident Commander. This will be communicated by email and:

Wilson Building: The school bell will be rung 4 times.

Luck Lane Primary: ALL CLEAR

Beech Primary: Office to notify staff

Once the all clear is given staff and students can resume their normal daily routine. SLT will go to classrooms to reassure staff and students.

**2. Staff Roles**

a. In the majority of situations a member of SLT will make the decision to move to lock down. They will direct the Finance office for Wilson Building/Admin office for Beech and Luck Lane Primaries to carry out the alarm signal. In an immediately dangerous situation any member of staff has the authority to initiate a lockdown but they must then speak to a member of SLT as a matter of urgency to outline their concerns.

Incident Commander will need to know:

Name of witness

Type of threat

Time threat seen

Location of threat

In the case of intruders: Number; description; in school/out of school; any weapons seen.

Any other relevant information

b. Upon hearing the alarm, an Emergency Team consisting of 3 members of SLT will be established to manage the situation at the following locations:

Wilson building: Headteacher's Office

Luck Lane Primary: Deputy Head's office.

Beech Primary: SLT office.

**c. Emergency Team roles:**

i. **Incident Commander** The most senior member of SLT present will assume responsibility for managing the lockdown situation at their site including allocating specific roles and responsibilities.

ii. **Communication Officer** The Communication Officer will assume responsibility for liaising with the relevant Emergency Services and other communication as per para 3.

iii. **Resources Officer/Record Keeper** The Record Keeper to keep a log of important information, decisions made, actions taken, etc. They will support the Incident Commander and Communications Officer in both the decision making and logistics of running a command centre. All senior leaders will be expected to go to the incident control room if it is safe to do so and will not put their safety or that of students at risk.

Headteacher  
Deputy Head  
Assistant Heads  
Premises Manager  
Finance Manager  
Duty Caretaker

**IDENTIFIED STAFF FOR VARIOUS DUTIES**

<b>RESPONSIBILITY</b>	<b>Lockdown Team</b>	<b>RESERVE LIST</b>
Incident Commander	Jenny Carr	Kath Conway
Communication Officer	Joanne Clegg	Vicky Sheath
Record keeper	Vicky Sheath	Faz Khan

d. Members of SLT not tasked with Emergency Team roles should ensure that they are available to be tasked as and when necessary by the Incident Commander. This may require moving around school but this should only be done following a dynamic risk assessment to ensure safe to do so.

e. Responsibility for ensuring that all doors are closed and where necessary locked:

Wilson building: Main Reception front doors – main reception staff

Mansion doors – Premises Team

All fire doors – SPIE

Kitchen and dining room doors – catering team

Beech Primary: Main Reception front doors – admin office staff

Classroom doors – classroom teachers

Kitchen and dining room doors – catering team

Luck Lane Primary: Main Reception front doors – admin office staff

Classroom doors – classroom teachers

Corridor/side doors - admin office staff if outside caretaker hours

Kitchen and dining room doors – catering team

f. On hearing the alarm, individual teachers/ Teaching Assistants should gather everyone in the immediate vicinity into the room, if safe to do so. Lock/close classroom doors and windows, where possible, and take responsibility for keeping students in their care as calm and quiet as possible.

g. If safe to do so, responsibility for checking student toilets are as follows:

- i. Wilson Building – Concourse toilets: Student Services team
- ii. Wilson Building – Art Corridor toilets: Network team
- iii. Wilson Building: - PE toilets – PE staff
- iv. Luck Lane Primary: - KS2 toilets – Site Deputy Head
- v. Beech Primary: class ETAs

### **3. Communication**

**Note that different scenarios will determine the order of priority for communications and will be directed by the Communications Officer/Incident Commander**

- a. Other school sites – at the earliest opportunity a telephone call should be made to the other sites to inform them of the lockdown situation. Incident Commander to provide advice to other sites as to actions they might need to take.
- b. Staff around the building including Catering Team and SPIE – communication will be through emails.
- c. Emergency Services (999) to be called if situation dictates that their support is required as directed by Incident Commander.
- d. Kirklees Emergency Planning Officer (24/7 number) will provide advice and support.
  - i. Depending on the situation it may be necessary to be in contact with external agencies, for example, media, health and safety, gas companies etc. The Kirklees Emergency Planning Officer will assist here and may even coordinate.
- e. Parents/carers. If necessary, parents/carers will be communicated with via text through Keep Kids Safe. The Communications Officer/Incident Commander will decide on the appropriate timing and message.
- f. SHAREMAT Central Team.

Example message: .... the school is in a lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out. Please check website for the most up to date information ...'

The website should be updated frequently when safe to do so in order to reassure and inform parents/carers.

Depending on the type or severity of the incident, parents may be asked not to collect their children as it may put themselves or their child at risk. Parents will be asked to monitor the website for further information and not to call school as this may tie up emergency lines

### **4. Post incident action**

As soon as possible, after any lockdown or partial lockdown, a debrief will take place with SLT and any relevant staff or external bodies in attendance. This meeting will discuss the incident and review the actions taken.

If necessary, external counselling support will be sought for staff/students.

Procedures will be updated, if applicable.

Feedback will be provided to staff, students and parents/carers.

A letter will be sent home to parents the next day after an incident or at the earliest opportunity to inform parents of the context of the lockdown and to outline any lessons learnt.

Thank everyone for their cooperation including, where appropriate, external organisations.

## **5. Lockdown drills**

A practice of the lockdown drill will take place at least once a year to ensure that everyone knows what to do in such a situation. Students should be briefed at least annually on the lockdown procedures and the need to take such action.

Practices will be monitored and feedback provided to staff and students for positive reinforcement or to identify any improvements.

<i>Designation</i>	<b>Name</b>	<b>Office No.</b>	<b>Home No.</b>	<b>Mobile No.</b>
<i>Local Authority Duty Emergency Manager</i>	KMC Emergency Help	01484 226590		07773 334999
<i>KMC Public Relations Officer</i>	Michael Yarwood	01484 225319 01484 221000		07528 252285
<i>School number(s)</i>	Royds Hall Community School	01484 463366		
<i>Counselling and Information</i>	Nadine Cotton			
<b>Headteacher</b>	Jenny Carr	Ext 205		07786253310
<b>Deputy HeadTeacher</b>	Kath Conway	Ext 207		
<b>Operations Director</b>	Debbie Howard	01484 868777 Ext 2016		07926384904
<b>Assistant Head Teacher</b>	Lindsay Johnstone	Ext 256		
<b>Assistant Headteacher</b>	Emily Gill	Ext 233		
<b>Assistant Headteacher</b>	Nikki Wood	Ext 262		
<b>Assistant Headteacher</b>	Andy Lyon	Ext 248		
<b>Chair of Governors</b>	Hayley Lomas			07968619766
<b>Vice Chair of Governors</b>	Martin Caufield			07771 505416
<b>CEO</b>	John McNally	01484 868773		07540587265
<b>Executive PA</b>	Jayne Newson	01484 868773		07530509409
<b>Premises Manager</b>	Gary Symms	Ext 259		School Hours – 07830653955
<b>Caretakers</b>				Core hours- 07392280658 Out of Hours 07764166397
<b>School Finance Manager</b>	Katy Townend	Ext 223		
<b>Admin Manager</b>	Joanne Clegg	Ext 206/261		
<b>IT Manager</b>	Zahid Iqbal	Ext 222		
<b>Kirklees Children and Young People Service</b>		01484 221000		
<b>Police (Local)</b>		01484 436876		
<b>Fire (Local)</b>		01484 551800		
<b>Ambulance (Local)</b>		0845 520 2999		
<b>Insurance - Competent Person</b>				
<b>Emergency - Windows</b>				
<b>Emergency Roofing</b>				

### Local Bus Company Contacts

Arrow Coach Travel	Brighouse	01484 721538		
Globe Coach Hire	Barnsley	01226 282352		
Goodyear	Barnsley	01226 385639		
Ultimate Coaches	Barnsley	01226 872772		
Oakleaf Coaches	Barnsley	01226 723361		
Star Coaches of Batley	Batley	01924 477111		
Yorkshire Rose	Barnsley	01226 241843		
First Bus		07866 976450		
Metro Education Transport	Leeds	01133 481122		
Yorkshire Tiger		01484 537277		
Arriva		0113 348 1122		
C T Plus		01924 377084		
Kirklees School Transport	Huddersfield	01484 225262/3		
Globe Barnsley		01226 299900		