



# RAINHILL HIGH SCHOOL

# LOCKDOWN





**RAINHILL  
HIGH SCHOOL**

# LOCKDOWN

<b>STATUS</b>	<b>NON-STATUTORY</b>
<b>RESPONSIBLE COMMITTEE</b>	BOARD OF TRUSTEES
<b>APPROVAL DATE</b>	20/01/20
<b>RENEWAL DATE</b>	20/01/23



SCHOOLS IN PARTNERSHIP

**STEPHENSON**

MULTI ACADEMY TRUST

## Lockdown Policy

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 students in the school. These procedures aim to minimise 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 where evacuating the school as part of a fire drill would not be appropriate;
- The close proximity of a dangerous dog roaming loose.

This policy will detail -

- Access to the school bell controls to raise an alarm in an emergency;
- Other means of internal communications - two-way radios, telephone, mobile phone, internal e-mail, texts etc;
- School site plan e.g. the layout of buildings and their proximity to one another.

### Procedure

- The Headteacher or Chief Operating Officer (person responsible for health and safety) can authorise a lock-down
- Staff will be alerted to the activation of the lockdown procedure plan by:
  - a. a recognised signal, audible throughout the school – ***this will be one continuous lesson changeover bell for a period of 1 x minute or longer.\****
  - b. An on-screen message on all staff computers
- Pupils who are outside of the school buildings should be brought inside as quickly as possible;
- Those inside the school should remain in their classrooms;
- All external doors and, as necessary, windows should be closed and locked;
- All internal classroom doors should be closed and, if possible, locked;
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution;
- Once in lockdown mode, staff should notify the office immediately, via email to [emergency@rainhillhighschool.org.uk](mailto:emergency@rainhillhighschool.org.uk), of any pupils not accounted for who should be;
- Any pupils not accounted for will be communicated via email to the person responsible for health and safety who will then contact the member of staff responsible (as identified below). The missing pupil(s) should be searched for immediately and once found the person responsible for health and safety should be informed via email or two-way radio communication.

*\* In the event that an audible alarm is not possible then each classroom and office will be altered by the member of staff allocated to 'locking down' each designated area of school.*

The following people have responsibility for searching the following blocks:

Block	Person Responsible	Reserve (if person responsible absent)
A Block (Humanities & Computing)	Lou Aylward	Karen Kearns
A Block (English)	Alan McKeegan	Claire Dickman
B Block	Wendy Segal	Katie Robinson
C Block	Pete Roberts	Ant Bennett
D Block (Languages)	Linsay Munro	Erica D'Anna
D Block (Mike Doyle)	Katie McCann	Claire Haselden
P Block	Yacine Rachi	Yasmine Burgess
S Block	Tony Cunningham	Paul Jarvis
LFC Building	Nic Ericson	Sue Fletcher
3G Pitch and Field*	PE Staff member using facility	PE Staff member using facility

*It should be noted that in searching for pupils, staff should not, under any circumstances put themselves in personal danger.*

*\*It should be noted that students using the 3G pitch should be led to P102 immediately in the event of a 'lock-down'. Students using the backfield should await instruction (The person responsible for health and safety will radio the PE staff to confirm) as to whether to go to the bottom corner of the field or go to the Gym.*

- Staff should encourage the pupils to keep calm;
- As appropriate, the school will establish communication with the Emergency Services as soon as possible;
- St Helens Council should be notified via the 'School Emergency' phone number;
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system;
- Pupils will not be released to parents during a lockdown;
- If it is necessary to evacuate the building, the fire alarm will be sounded;
- Staff should await further instructions.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, school administrators, teaching staff, non-teaching staff, pupils and parents/carers. To achieve this –

- A lockdown drill will be undertaken at least once a year;
- A copy of this policy will be placed in the Staff Handbook and on the school's website;
- A copy of this policy will be placed in the School's Newsletter once per year.

## Lockdown Arrangements

### 1. 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:

- Staff will be alerted to the activation of the lockdown procedure plan by:
  - a. a recognised signal, audible throughout the school – ***this will be one continuous lesson changeover bell for a period of 1 x minute or longer.\****
  - b. An on-screen message on all staff computers
- From this point onwards, the two-way radio system should only be used by those communicating as part of the lockdown procedure;
- All outside activity to cease immediately, pupils and staff return to building;
- The IT team will monitor CCTV and communicate any pertinent information to the person responsible for health and safety;
- Register to be taken as soon as possible and any missing pupils emailed; (emergency@rainhillhighschool.org.uk) to the office;
- All staff and pupils remain in building and external doors and windows locked;
- Free movement may be permitted within the building dependent upon circumstances.

All situations are different. Once all staff and pupils are safely inside, the person responsible for Health & Safety will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This will then be communicated to staff via whole school email and two-way radio.

Once the partial lockdown is complete, the lesson changeover bell will be sounded 3 x times with a whole school email being sent reading 'partial lockdown ended'. Staff and students may return to normal duties at this point.

'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 that an audible alarm is not possible then each classroom and office will be altered by the member of staff allocated to 'locking down' each designated area of school.*

### 2. 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:

- Staff will be alerted to the activation of the lockdown procedure plan by:
  - a. a recognised signal, audible throughout the school – ***this will be one continuous lesson changeover bell for a period of 1 x minute or longer\****
  - b. An on-screen message on all staff computers
- A whole school email will be sent reading 'full lockdown in effect';
- From this point onwards, the two-way radio system should only be used by those communicating as part of the lockdown procedure;
- All pupils return to base (classroom, tutor room or other agreed location eg

- sports/assembly/dining hall);
- The IT team will monitor CCTV and communicate any pertinent information to the person responsible for health and safety;
- External doors locked. Classroom doors locked (where a member of staff with key is present); Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner);
- Register to be taken as soon as possible and any missing pupils emailed (emergency@rainhillhighschool.org.uk) to the office;
- Staff and pupils remain in lock down until it has been lifted by the person responsible for Health & Safety / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

Ongoing communication throughout the lockdown will take place via whole school email and two-way radio.

*\* In the event that an audible alarm is not possible then each classroom and office will be altered by the member of staff allocated to 'locking down' each designated area of school.*

### **Senior Leadership Team**

Members of the senior leadership team having responsibility for blocks (as highlighted above) should:

- Not put themselves in any danger and should, at their earliest opportunity, seek security within a classroom/sport hall/other venue in use as 'shelter';
- Communicate via two-way radio only when necessary but confirm as soon as any missing person is found;
- Confirm when their block is 'secure' via two way radio to the person responsible for Health and Safety;
- The Headteacher and person responsible for Health and Safety will, if safe to do so, occupy the Carfax area until the site is secure and then –
  - The Headteacher will seek security in their office or another venue being used as a 'safe area'
  - The person responsible for Health and Safety will return to the main office or their own office to seek safety and continue communication
- The person responsible for Health and Safety is available on their two-way radio, mobile and email (preference in that order) for messages to be received.

### **Communication between parents and the school**

In the event of a lockdown, parents will be given, as soon as is practicable, sufficient information about what is happening 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 emergency providers;
- Do not come to the school. They could interfere with emergency provider's 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 and collect their children, and where this will be from.

### **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 decision of the person responsible for Health & Safety/Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.