



Langley Mill Academy

Security lockdown procedure

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
- A bomb threat

Notification of Full Lockdown
Staff will be notified that lockdown procedures are to take place immediately on hearing the school bell rung. Headteacher will move along the corridor with the bell and shouting the code word. Office manager to alert adults in the hall and ensure that the doors are closed. If children are outside playing, they will be alerted by the school bell.
Procedures:
Follow the CLOSE procedure:
Close all windows and doors
Lock up
Out of sight and minimise movement
Stay silent and avoid drawing attention
Endure. Be aware you may be in lock down for some time



Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	To ring bell and shout code word. Give indication of need to lockdown Decide on the type of response needed Co-ordinate the response, follow the plan and record actions taken. Maintain contact with the emergency services	
Office Manager	Escort visitors to agreed safe place. To ensure that the front door is locked and police called if necessary Ensure that their windows are locked, roller blinds are closed, shutters are closed. Office staff to contact emergency services.	
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager	Make sure all access points are secured. Lock the other entrances.	



Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
• Continuous ringing of school bell • Code word to be shouted	• Site manager to give the all clear

Security lockdown plan

Our safe assembly points	Intruder : Immediately lock doors when all children accounted for • Spread children around class under tables • Do not huddle in a group • Keep silent • Keep away from windows • Once the situation has been deemed safe then a code word will be used to inform staff that it is safe hall Pollution or a gas cloud: Go to hall Close windows and doors
Secure entrance and exit points	Headteacher, Office Manager and Site Manager to secure entrance and exit points. Teachers to secure classrooms
Bring pupils inside	Ring bell Staff to go and collect children Children are brought in by class teacher with TA supporting to ensure all children are present



Steps to increase protection	• Lock doors • Position children away from sightlines from external doors and windows – for example, under a desk • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during a lockdown	Text message or WhatsApp Where possible, use silent communications and keep noise to a minimum, especially if intruders are close by.
Communication with parents/carers during a lockdown	If necessary parents will be notified as soon as it is practical to do by SMS.
Arrangements for pupils or staff with additional needs	Children with additional needs will be supported by familiar adults throughout lockdown.
Lockdown duration	The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	In the event of an evacuation Office Manager will send a text to parents when deemed safe to do so. Name: Aldercar High School Type of venue: High School Contact name and number: Claire Hatto – 01773 712477 Include useful information such as distance from school, directions, capacity and opening hours.
Security lockdown drills	Lockdown drills Lock down practices will take place each term to ensure everyone knows exactly what to do in such a situation. Monitoring of procedures will take place and shared with staff so improvements can be made.



Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		