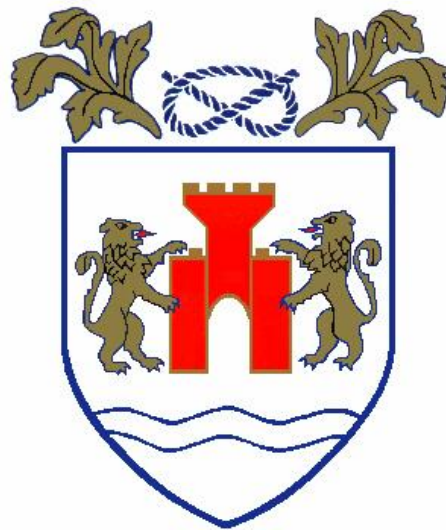


# **Wolstanton High School**

**A Shaw Education Trust Academy**



## **Lockdown Policy**

<b>Management and Control</b>	
<b>Nominated person</b>	<b>Responsibility</b>
Executive Principal / Head of School	Initial contact with the emergency services
Deputy headteacher	Liaison with parents
Assistant Headteacher	Pupil control

<b>Signals</b>	
<b>Signal for lockdown</b>	Alert on all computers, alternative alarm in 30-45 second burst
<b>Signal for all-clear</b>	Alert on all computers, senior staff to walk school after all clear

<b>Lockdown</b>	
<b>Specified assembly room</b>	<p>Classrooms for students</p> <p>Offices for staff</p> <p>Domestic/Site Staff to nearest office</p> <p><i>All lights to be turned off, blinds to be closed, doors locked and remain under desks until all clear given.</i></p>
<b>Entrance points</b>	<p>Will remain locked (after fire precaution project)</p> <p><i>In the interim if you are near to an entrance point and are able to do so safely, lock that door.</i></p>
<b>Communication arrangements</b>	<ul style="list-style-type: none"> <li>• Two-way radios</li> <li>• Mobile phones</li> <li>• Email</li> <li>• PARS alert</li> </ul>
<b>Notes</b>	<p><i>Any staff and students on the corridor to go to the nearest office or classroom immediately – do not stay on corridors or in the toilets</i></p> <p><i>All lights to be turned off, blinds to be closed, doors locked and remain under desks until all clear given.</i></p> <p><i>Teaching staff to alert SLT to any students missing from their classroom immediately so emergency services can be informed</i></p> <p><i>All mobile phones to be turned to silent and non-vibrate</i></p> <p><i>Telephone lines to remain open to allow communication with emergency services</i></p>

	<p><i>SLT to check the following areas <b>during a drill only</b> to ensure process is followed:</i></p> <p><i>DM – Top Corridor</i></p> <p><i>LK – Cultures Area</i></p> <p><i>VE - Science Area</i></p> <p><i>HS – Chicken Quad</i></p> <p><i>JY/DF – Art Quad inc Pupil Reception</i></p> <p><i>AH – Co-ordinate in main reception</i></p>
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<b>Lockdown Procedure</b>				
<b>Step</b>	<b>Initial response</b>	<b>Check</b>	<b>Time</b>	<b>Signed</b>
1.	Ensure all pupils are inside the specified assembly rooms.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room.	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> <li>• Turn phones to silent</li> </ul>	<input type="checkbox"/>		
5.	Ensure that all pupils and staff members inside the specified assembly room(s) are aware of fire exit routes in case assembly rooms becomes unsafe.	<input type="checkbox"/>		
6.	Check for missing or injured staff members and pupils if it is safe to do so, report to SLT via email Pars alert or text – not telephone call.	<input type="checkbox"/>		
7.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		