Francis Barber PRU
Safe and Secure (Lockdown) Policy
2019-20

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Safe and Secure (Lockdown) Policy

The work of all at Francis Barber is focussed on:

Inspiring
Supporting to Achieve

Inspiring and supporting young people to achieve the best outcomes and engage with their futures by providing a second chance in education

Rationale

Francis Barber PRU considers there is a valid need for robust and tested **school safe and secure (lockdown) procedures**.

Lockdown procedures are necessary when, on rare occasions, the school site has to be sealed off so that it cannot be entered from the outside. Procedures should be sensible and proportionate in response to any external or internal incident which has the potential to pose a threat to the safety of staff and/or pupils in the school. Procedures should 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;
- the close proximity of a dangerous dog or other animal roaming loose.

This policy will detail -

- access to the mechanisms to raise an alarm in an emergency; airhorn and fire alarm
- other means of internal communications – intercom messenger, two-way radios, mobile phone, internal e-mail, texts etc;
- school site plan e.g. the layout of buildings and their proximity to one another.

Procedure

- staff are alerted to the activation of the safe and secure (lockdown) procedure plan by a recognised signal, audible throughout the school – at Tooting site, airhorn; at Westdean site, loud hailer alarm;
- where no internal audible system exists the internal phone system will also be used by office staff who will inform adults by stating 'ATTENTION: LOCK DOWN';
- pupils who are on site and outside the school buildings are brought inside as quickly as possible;
- pupils or staff not in a classroom will proceed to the nearest occupied classroom and remain there. If a group of pupils is not in a classroom when the alarm is given, they are to go into the nearest room or designated space;
- those inside the school should remain in their classrooms and be accountable to the class teacher;
- all external doors and, as necessary, windows are to be locked - depending on the circumstances, internal classroom doors may also need to be locked;
- windows and doors should be screened where possible and learners positioned away from possible sightlines from external windows/doors;
- smart boards and computer monitors should be turned off;

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- depending on the circumstances, empty classrooms with exterior facing windows should have the lights turned off – as long as it is possible for a member of staff to safely go into these rooms to turn lights off;
- staff in offices, staffrooms or other rooms should shut down their area, lock doors, and turn off lights.

Once in lockdown mode

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

A register check will be taken, coordinated by a designated member of the Senior Leadership Team – Head of School, a member of SLT, or named alternative. Staff must notify the office, Head of School or senior point of contact (SPC) at nominated coordination point (NCP) immediately of any pupils/staff not accounted for (and instigate an immediate search for anyone missing)

- no one other than a member of the Heads' Team, or site manager should move about the building if possible;
- staff should encourage the pupils to keep calm;
- as appropriate, the school should establish communication with the emergency services as soon as possible;
- the extended Heads' Team not on site and the safeguarding team should be notified via phone;
- the Local Authority Designated Officer (LADO) for Wandsworth should be contacted as soon as possible;
- 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 Safe and Secure (lockdown) drill;
- if it is necessary to evacuate the building, the fire alarm will be sounded;
- staff should await further instructions from members of the Heads' Team.
- only the HoS or SPC, after liaising with the emergency services, as appropriate, can give an all clear notification;
- as soon as possible after the lockdown, teachers return to their base classrooms and take a register, and notify the office immediately of any pupils not accounted for.

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, teaching staff and non-teaching staff. A Safe AND Secure (lockdown) drill should be undertaken twice a year. Pupils should also be aware of the plan. Parents should know that the school has a Safe and Secure (lockdown) plan, and a copy should be placed on the school's website.

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Safe and Secure (Lockdown) Arrangements

1 Partial Lockdown

Alert to staff: verbal instructions to staff in person, followed by email to staff stating 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:

- all outside activity to cease immediately, pupils and staff return to building – clear verbal instructions;
- all staff and pupils remain in building(s) and external doors and windows locked;
- depending on the circumstances, free movement may not be permitted, or may be restricted, within the building.

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the school's Health & Safety provider/emergency services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of the prevailing threat.

2 Full Safe and Secure (Lockdown)

Alert to staff:

Airhorn - Tooting Site or Loudhailer– Westdean Site, & email to staff stating Full Lockdown. This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- all to be in a classroom with a member of staff – all pupils in an outside space to be directed by a member of staff into the nearest classroom or other inside space, e.g. Eating Room;
- external doors locked; classroom doors closed/locked (most doors lock automatically on closing); windows closed and locked, blinds down, pupils sit quietly out of sight of anyone looking through the door or window;
- register taken – any missing pupil to be reported to the office via email;
- staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

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- **email, personal phone/text/teachers2parents where available/possible.**

Communication between parents and the school
School lockdown procedures, especially arrangements for communicating with parents, will be shared with parents via the school website.

Parents should be given enough information about what will happen 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 son/daughter, or when their son/daughter is free to leave the building and make their own way home.

The communication with parents is part of the plan. This needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

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 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 friend and family outside of the cordoned area.

KEY CONTACTS:

Role	Name	Mobile	Email
Headteacher	Jackie Addison	07949354431	Jaddison6.212@lgflmail.org.uk
Head of Tooting Site	Francis Emeruwa	07920299605	Femeruwa.212@lgflmail.org.uk
Head of Westdean Site	Juliet Bristow		Jbristow10.212@lgflmail.org.uk
Deputy Headteacher	Rachel Eddolls	07920299623	Reddolls.212@lgflmail.org.uk
DSL	Nic Gibson		ngibson2.212@lgflmail.org
Deputy DSL	Lisa Turley		lturley.212@lgflmail.org.uk
Schools Support Manger - Wandsworth	Louis Brunton		0208 871 7992
Head of Schools Support - Wandsworth	Pete Gaskin		0208 871 7974

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Deputy Director of Children's Services - Wandsworth	John Johnson		0208 871 7891
Emergency Services	Police / Ambulance / Fire	999	N/A
Anti Terrorist Hotline	N/A	0800 789 321	nactso@cpni.gsi.gov.uk

This policy was agreed Sept 2017 and will be reviewed annually by the Management Committee

Reviewed By …… Date:.....

Signed: ……(Chair of the management Committee)
Date:.....

Date of next review: September 2019

Additional guidance

Advice to leaders of schools and other Educational Establishments for Reviewing Protective Security
Following a series of malicious hoax communications to schools across the UK it is important that you are alert, but not alarmed. This is an opportunity for you to review your security plans to confirm that the arrangements you should already have in place are still current and have been tested to ensure staff and students are prepared and confident.
Consider what steps you could take to:-
a) reassure your staff, students and parents
b) review and implement proportionate protect and prepare security planning.

1. Bomb threats: Procedures for handling bomb threats. Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.
Guidance on receipt of a bomb threat http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/
Bomb threat checklist http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threat-checklist.pdf?epslanguage=en-gb

If this prompts you to review your emergency planning, consider the following:

2. Search Planning: Do you have plans to search your site to deal effectively with either bomb threats or for secreted threat items; are your staff and students familiar with those plans and what to do if they find a suspicious item?
Good housekeeping reduces the opportunity for suspicious items to be placed and assists effective search.
Security guidance for educational establishments
https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education

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Search planning guidance http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Search-premises/

3. Evacuation/Invacuation planning: It is vital that you are able to move your staff and students away from danger in a controlled way. Ensure you have a number of options available, well sign- posted and notified to people on your site. Keep routes clear.
Sometimes it may be safer to remain inside a building; identify the most suitable internal spaces that staff and students can move to.
Security guidance for educational establishments
https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education

Evacuation Planning http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Evacuation-planning/

4. STAY SAFE Guidance for firearms and weapons attacks: Do your staff follow the Stay Safe principles **RUN HIDE TELL?**
https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat

Stay safe film https://www.gov.uk/government/publications/stay-safe-film
Dynamic lockdown guidance https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures

5. Staff Awareness and Security Culture: Have you briefed your staff on how they can recognise suspicious activity?

Employee vigilance
http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/

https://www.gov.uk/government/publications/counter-terrorism-protective-security- advice-for-higher-and-further-education

Are your staff aware of the procedures to follow should they suspect suspicious behaviour?
(**Anti-Terrorist Hotline 0800 789 321.** If you require an immediate response call 999)

6. Preparedness: Are your first aid kits and emergency grab bags checked regularly, complete and accessible?

7. Physical Security: Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate?
http://www.cpni.gov.uk/advice/Physical-security/CCTV/

8. Mail handling: a threat may still exist from items delivered to your establishment by hand or by post. Are your staff familiar with indicators for suspicious deliveries?
http://www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries/

9. Further advice: is available at:
https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

There is no change to the UK terrorist threat level, which remains at **SEVERE;** meaning an attack is highly likely.

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NaCTSO (National Counter Terrorism Security Office) **Guidance**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.
http://www.schools.norfolk.gov.uk/view/NCC173210

Additional information

https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education

https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat

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Francis Barber Safe and Secure (Lockdown) Protocol

Site Name	Tooting Site /Westdean Site
Head of school: **Lead Staff:**	Francis Emeruwa/Juliet Bristow Amanda Harris
Shared site staff to notify:	Name: Juliet Bristow /Francius Emeruwa Designation: Head of School - Westdean/Tooting
Lock Down Notification:	Audible Alarm: YES/NO Sounds Like: Siren Verbal Alarm: YES/NO Sounds Like: Siren
Pupil register conducted by:	Amanda Harris/Kelly Lindo
Staff register conducted by:	Amanda Harris/Kelly Lindo
Designated safe zone:	1. 2. 3. 4. 5.

Checklist of events

1.	All external doors and, as necessary, windows are locked	Yes	No
2.	Windows and doors are screened where possible	Yes	No
3.	Smart boards and computer monitors are turned off	Yes	No
4.	External facing classrooms lights are switched off	Yes	No
5.	Kitchen shutdown, doors locked; lights are off.	Yes	No
6.	Site share staff informed	Yes	No
7.	Learners/Staff registers taken	Yes	No
8.	Executive Team Informed	Yes	No
9.	Police informed	Yes	No
10.	Local Authority Informed	Yes	No
11.	Parents informed	Yes	No
12.	Update staff	Yes	No

Next Steps / Actions

	Consideration / Action	**Rational**	**RAG**
1	JA to liaise with LBW	Bio/Hazardous control	
2	Order hazardous masks	Added security/resilience	
3	JA to request Visitors must be escorted off site at all times.	Added security/resilience	
4	Heads Team to ensure that all staff have radios/working phones	Added security/resilience	
6	JA to include multi site plans	Support lockdown policy	

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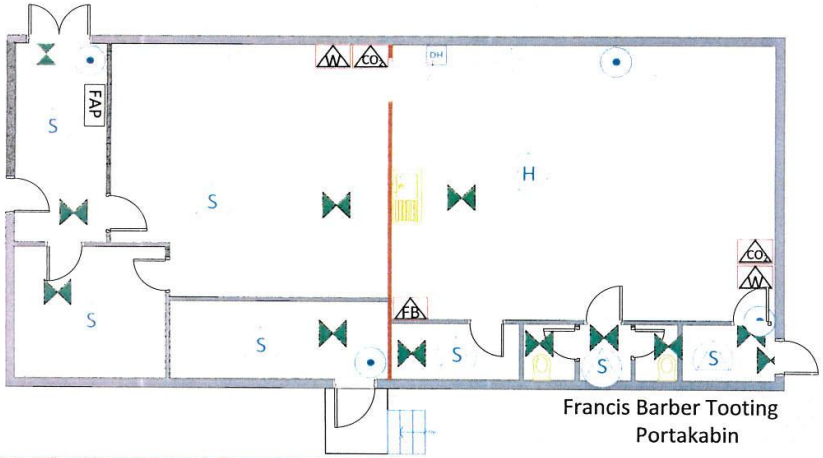
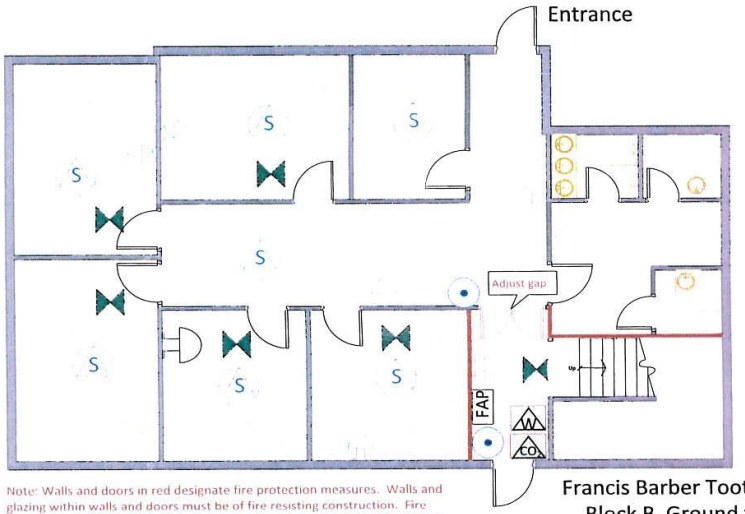
Tooting Site



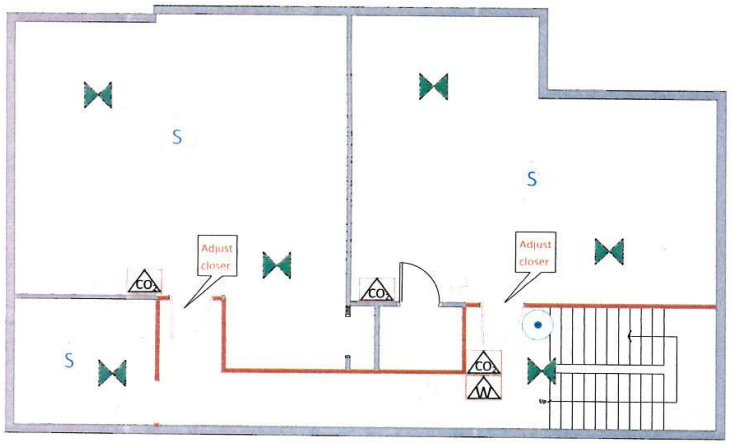
Francis Barber Tooting
Portakabin

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices fitted and kept closed or held open by a device that will automatically close the door in the event of fire.



Francis Barber Tooting
Block B Ground floor

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices fitted and kept closed or held open by a device that will automatically close the door in the event of fire.



Francis Barber Tooting
Block B First floor

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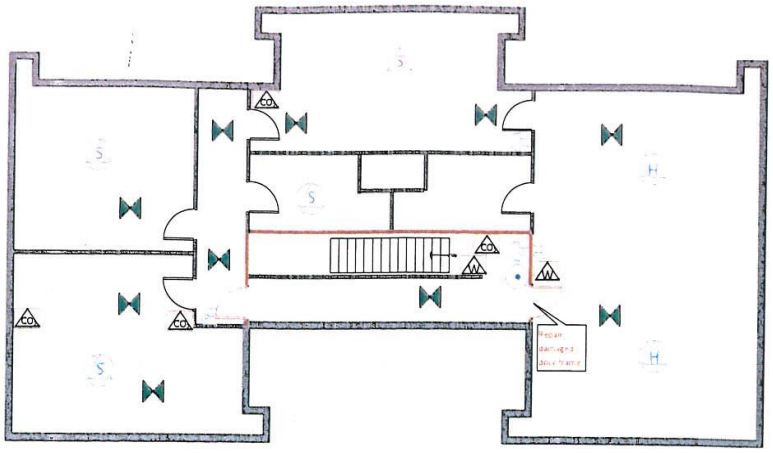

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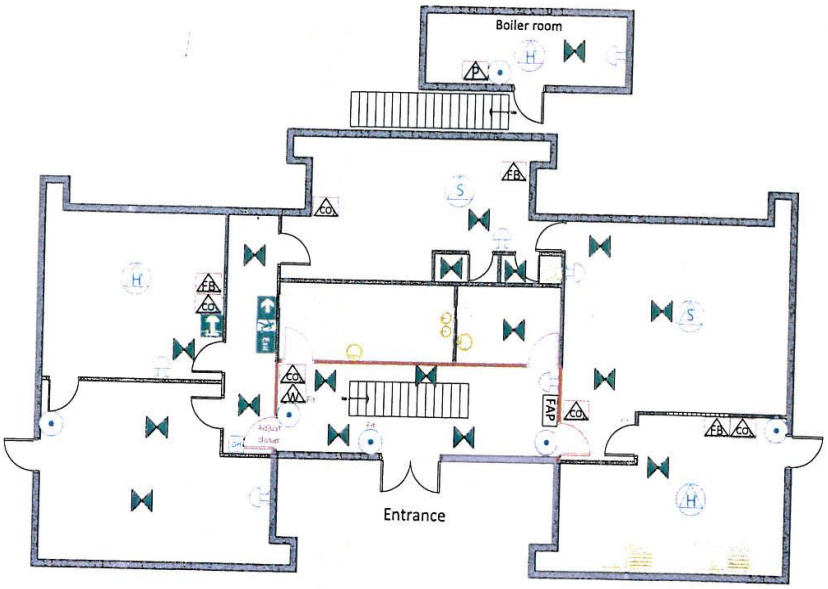
Francis Barber Tooting
Block C First floor



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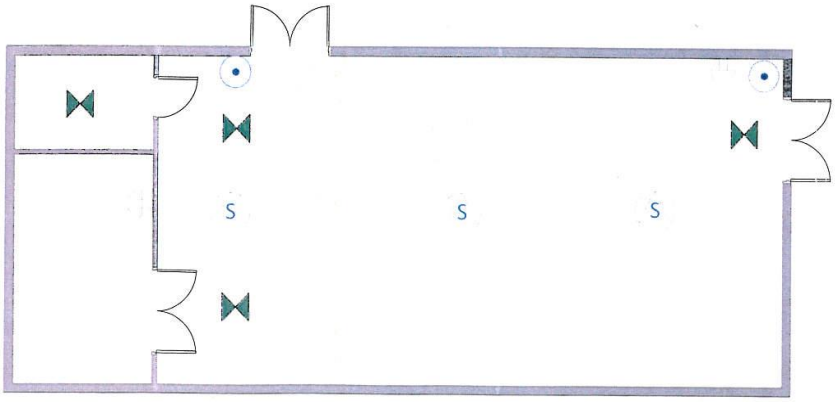
Francis Barber Tooting
Block C Ground floor



Francis Barber Tooting
Gymnasium