



**Bexhill**  
Academy

# LOCK DOWN POLICY

Adopted: March 2022  
Next Review: March 2023

## **Key Details**

**Designated Safeguarding Lead (s): (Debbie Holter DSL)**

**Named Governor with lead responsibility: (Sara Attwood)**

**Date written: (March 2022)**

**Date agreed and ratified by Governing Body: (March 2023)**

**Date of next review: (May 2022)**

**This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure**

# EMERGENCY LOCKDOWN POLICY AND PROCEDURES

## INTRODUCTION AND RATIONALE

It is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment. Lockdown procedures have been practiced by the Academy staff and students in 2022 to ensure we are prepared in the event of a lockdown scenario.

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 academy. Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity

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 students in the academy). Examples include a major fire, air pollution etc
- An intruder on the academy site (with the potential to pose a risk to staff and students)
- Serious weather conditions

### Signals

Signal for lockdown:

Communication by specific lock down alert on shared screens

Communication via email to all staff

Verbal communication as appropriate

Alarm raised by Reception Staff via alert button

Signal for all-clear:

Email communication

Verbally from designated person

### Lockdown

All classes to remain their own classrooms or to return to designated rooms **(this has been adapted in line with the Covid 19 Risk Assessment)**

All entrance points and external doors (e.g. doors, windows) should be secured and Facilities Team/SLT to secure KEY LOCKS. Key holders to remain available in an emergency. Facilities Team and SLT to carry mobile phone contact details – to be held by all parties

Fire Doors

Internal doors

All windows

Ensure people take action to increase protection from attack:  
Block access points (e.g. move furniture to obstruct doorways)  
Sit on the floor, under tables or against a wall  
Keep out of sight - Draw curtains / blinds - Turn off lights  
Stay away from windows and doors

Note: If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site if safe to do so. Evacuation Point to be advised by emergency services. Designated SLT (normally most senior) to establish contact with emergency services. If emergency services unable to advise, students to be evacuated out of building in opposite direction of hazard.

*Teachers will be responsible for the class they are teaching when a lockdown is announced. Any supporting member of staff must assist.*

If possible, check for missing / injured students, staff and visitors.

Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.

Students who are outside of the academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside they should hide with staff as instructed.

Staff should encourage students to keep calm and not send messages to their friends or relatives as this could cause lead to danger if parents gather at the Academy.

As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Parents will be notified as soon as it is practicable to do so via text messaging or phone call.

Parents will be asked not to call the academy as this may tie up emergency lines

Students will not be released to parents/carers during a lockdown.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

If it is necessary to evacuate the building, the fire alarm will be sounded.

It is of vital importance that the academy's lockdown procedures are familiar to all members of the school staff.

### **Lock down (Stay Safe) drills**

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

In addition, new Reception Staff will receive additional training from the Safeguarding Team regarding intruders and initiating Lockdown Procedures

### **Review**

The Trust Board reviews this policy every year. The Board may, however, review the policy earlier than this, if the government introduces new regulations, or if the board receives recommendations on how the policy might be improved.

### **Summary**

Following practices and significant incidents in 2021-2022 learning points and action points have been implemented.

- Visibility in reception area improved
- Additional training for front line reception staff completed