

## NON-TEACHING STAFF HANDBOOK

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### POLICIES AND PROCEDURES

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#### INCIDENTS REQUIRING LOCK-DOWN OF BUILDINGS

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, students, or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of everyone on campus. This may also include where there is a need to restrict the movement of staff / students around the school environment.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be

- robbery, break-in, intruder or attack on staff/students on school premises
- violent disputes involving staff or students (including those involving weapons)
- severe vandalism of premises
- the death of a member of staff or students on site (including suicide, attempted suicide, murder, accidental death)
- serious threats to staff, students or premises (such as threat of violence, bomb threat)
- a warning being received regarding a risk locally, e.g. air pollution, smoke plume or gas cloud
- a serious or emergency accident or incident requiring the emergency services at the school
- a visitor to the school site who becomes abusive, makes threats with the potential to pose a risk to students or staff
- an intruder on the school site with the potential to pose a risk to staff and students

#### 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 students. This would be where students and staff need to return to their classrooms / offices and to stay there and not move from building to building. Windows and doors will be closed / locked where possible and blinds closed. All lights should be switched off and mobile phones settings switched to silent. Lockdown remains in place until a member of the Senior Management Team informs staff that the lockdown has been lifted.

#### Immediate Action

- ensure that a member of the Senior Management Team (Guido Schillig, Julie Haine, Jon Underwood, Emma Clipson) or in their absence, Wayne Spicer, are informed and the appropriate emergency services are called;
- initiate lock-down procedure by the sounding of a whistle which will be attached to the fire marshal jacket and where possible senior staff to visit classrooms / offices and to inform that a lock down is in place;
- member(s) of the Senior Management Team to liaise with emergency services or external agencies as appropriate;
- if evacuation is required during lockdown then the fire alarm bell should be sounded and the fire evacuation procedure followed