



# Lockdown Policy

**Policy Owner**      **Sandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		01.01.2024	Annual



## **Mission Statement**

School of Coding is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support, facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs (including SEND and Mental Health support). Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

## **Values**

1. Alternative Provision doesn't mean a dumping ground...it's mainstream with the reasonable adjustments to succeed
2. High standards and high expectations are incredibly important and are the cornerstones to a successful school
3. School of Coding should become the go-to place for educators from across the country to see best practice
4. Good simply isn't good enough
5. Learning is about a journey and there is more than one way to get to the destination
6. Qualifications, manners, respect and opportunity should be the foundations for students that need a second chance.

## **School Ethos**

**High standards** – students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

**Daring to Dream** – students at School of Coding may have been in an educational setting where they lacked aspiration to be successful, at School of Coding we challenge students to reach their potential and go on to further education and employment.

**Traditional Values** – some things often get forgotten in education, at School of Coding we pride ourselves on mutual respect, good manners, making a positive contribution,



supporting one another and an orderly, and litter free environment.

**Success** – can come in many virtues, at School of Coding we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a successful future.

**Personalised Support** - all students at School of Coding have a Learning Coach who guides them, sets them bespoke targets and supports them in making social and academic progress.



## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent on causing harm/damage and bomb threats or suspected terrorist activity.

## **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.

## **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.

*Be alert, but not alarmed!*

On receipt of a "bomb threat"

- Dial 999 and the police will respond.
- You should always consider their advice before a decision is taken to close or evacuate.
- A decision is made to instigate lockdown. Staff will be notified lock down procedures are to immediately take place on hearing 'Attention Lock Down' this message will be communicated via the phone system by \*95, or verbally with a senior member of staff informing each room on the corridor. Ground floor RW, First Floor PB or RG and Second Floor.



- The internal phone system may also be used by a member staff who will inform adults by stating 'ATTENTION LOCK DOWN' then stating the nature of the lock down (intruder- police advice- external threat).



## Procedures for lockdown

### Signals for students

Alarm or signal for lockdown shelter	<i>STOP DROP ROLL – with three claps</i>
Signal for stand down / all-clear	<i>Code word - GREEN</i>

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Suki Gill	07415980551
Deputies	Cameron Atwal	07802624826
Communications Officer	Nina Bhabra	07496023368

- These signals will activate a process of students being ushered into the building if in the outside areas as quickly as possible.
- The main school door should be locked by a member of staff in the front of school and any visitors escorted out the reception area. First classroom door will be locked, staff, students and visitors will move into the second classroom which is also to be locked and remain there until and senior member of staff say the code word "GREEN".
- Dial 999 and request Police
- At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed, locked and screened, where possible and student are positioned away from possible sightlines from external windows/doors. The blinds should be drawn. Smart Boards/monitors/TVs to be turned off, classroom lights are motion sensed so everyone should stay still. **Remain calm** and remember not to discuss details with the students but reassure them.
- Any student or staff member not in class, for any reason, will proceed to the nearest occupied room and remain with the student and staff. All visitors on site will also join the student and staff in the second classroom or upstairs in the IBM room which should also be locked.
- Staff should take a headcount of the students and message the Director of Education and Quality if it is safe to do so.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

- Staff to support students in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, the authorities or in person that there is an all clear.
- As soon as possible after the lockdown staff return to their base rooms and conduct a register and notify the School Office immediately of any student not accounted for.

### **Staff Roles:**

- Admin office staff ensure that their office(s) are locked, and police called, if necessary.
- Ensure the front door is locked and the corridor door is locked which leads to the classroom.
- If the incident occurs at lunch time, Staff are to escort all students immediately to second classroom supported by all school staff who are on site. Then lock down proceeds as recorded in this document.
- Staff out of lessons to go immediately to the nearest classroom.
- Members of the SLT will ensure they collect their mobile phones on route to the lock down areas to enable communication with people outside the building.

### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

### **Communication with parents**

- If necessary parents/careers will be notified as soon as it is practical to do so via the school's established communication network website/e-mail/ text/call.
- Depending on the type and severity of the incident, parents/careers may be asked not to collect their student from school as it may put them and their child at risk.
- Students will not be released to parents/careers during a lockdown.
- Parents/careers will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents/careers will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.
- A letter to parents/careers will be sent home as the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parent to reinforce with their child the importance of following procedures in these very rare circumstances.
- Lockdown drills Lock down practices will take place a minimum of once a year to



ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and be debriefed to staff so improvements can be made.

### **Additional information**

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-threatchecklist.pdf?epslanguage=en-gb>

Lockdown checklist

<https://www.gov.uk/government/publications/school-and-college-security>

Lockdown guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/478003/NaCTSO\\_Guidance\\_Note\\_1\\_-\\_2015\\_-\\_Dynamic\\_Lockdown\\_v1\\_0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)





**IN THE RARE EVENT OF**  
a firearms or weapons attack

# **RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE.** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

## LOCKDOWN PROCEDURE



### LOCKDOWN SIGNAL

Verbal Staff Announcement or  
Message over the School Phone System



### GET/STAY SOMEWHERE SAFE

If you are in a classroom, stay where you are  
If you are outside, go to the nearest  
classroom  
If you are in the toilets, go to the nearest classroom



### HIDE FROM VIEW

Lock the door and block with a  
desk Close the windows and blinds  
Turn off any equipment such as the projectors and  
computers  
Move to a safe corner (away from doors/windows)  
Hide under tables



## **WAIT FOR INSTRUCTIONS**

Stay quiet and calm

Do exactly what staff tell you to do

Do not open the door during lockdown unless the fire alarm sounds or staff tell you to do so



## **ALL CLEAR SIGNAL**

Staff will tell you when the lockdown has ended