



Lockdown Policy

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Introduction

At Liberty College, we take the safeguarding and safety of our learners very seriously. The likelihood of an incident that requires the college to lockdown is highly unlikely, but it is our duty to ensure our learners are protected should an incident arise.

This Lockdown Policy and Procedure may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and learners at Liberty College.

The main aims of a college lockdown include:

- To remove learners and staff away from the threat.
- Keeping the threat isolated from as much of the college as possible.
- Accurate recording of which learners are in each room, identifying anybody who is missing.
- Developing an efficient evacuation away from the threat.

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

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and learners)
- an intruder on the college site (with the potential to pose a risk to staff and learners)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of the college site

It is of vital importance that the lockdown procedures are familiar to all college personnel. To achieve this, a lockdown drill is undertaken at least twice a year. Parents or carers are informed that the college has a lockdown plan, and a copy is placed on the college website.

The lockdown will be dealt with calmly, efficiently, and effectively, with as little disruption as possible to learners' education. The safety of all will be paramount. This policy must be read in conjunction with all other college policies that refer to the care, safety, and welfare of learners.

Lockdown Drills

Liberty do not carry out drills. We have made this decision due to the needs of our learners and understand that we are not legally required to carry out drills.

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 college site may or may not be cordoned off by the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Headteacher with regard to communications to parents or carers.

Prior to practicing this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. They'll reassure pupils after the drill

that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn

Communication with Parents & Carers

Parents/carers will naturally be concerned, and accurate information releases will assist to alleviate undue anxiety. The college's main priority is the safety and welfare of its learners and dealing with the immediate situation. However, we will endeavour to ensure that parents/ carers are given enough information to enable them to understand the potential outcome.

In the event of an actual lockdown, the incident or development will be communicated to parents/carers as soon as is practicable. Parents/carers will be given enough information about what will happen so that they:

- are reassured that the college and emergency services understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety
- do not need to contact the college because in doing so, this could tie up telephone lines that are needed for contacting emergency services
- do not come to the college as this could interfere with the emergency services' access and may put themselves and others in danger
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the learners to their parents or carers.

Lockdown Procedure

Staff responsibilities	
Head of College	In the event of a lockdown the Head of College will co-ordinate all actions and decisions required until the emergency services arrive. They will direct operations and assess risk.
Other staff members	<ul style="list-style-type: none"> • The admin team will initiate the emergency locking system of all electronic doors. • The admin team will inform any staff and learners on trips who are due to return to the college during a lockdown and advise accordingly. • Tutors and support staff will stay with learners. • Tutors will take a register of learners in each classroom (taking note of any missing or extra learners in the room). • The Office Manager will make any contact with emergency services. • SLT will support the Head of College and admin team as required.
Lockdown System Liberty has a telephone system with a loudspeaker function throughout the college and walkie talkies. All classrooms and offices have a telephone and walkie talkies. In the event of a lockdown, the walkie talkie system will be used, with the loudspeaker being used as a backup by pressing the 'Pager' or 'Emergency' button. This will turn every phone in the building into a loudspeaker and allow the caller to announce the appropriate code word.	

Signals												
Lockdown signal(s)	<table border="1"> <thead> <tr> <th>Lockdown Type</th> <th>Lockdown Code</th> <th>All-Clear Code</th> </tr> </thead> <tbody> <tr> <td>Full Lockdown</td> <td>Full Lockdown</td> <td>All-Clear</td> </tr> <tr> <td>Partial Lockdown</td> <td>Partial Lockdown</td> <td>All-Clear</td> </tr> </tbody> </table>	Lockdown Type	Lockdown Code	All-Clear Code	Full Lockdown	Full Lockdown	All-Clear	Partial Lockdown	Partial Lockdown	All-Clear		
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Procedure	<p>Full Lockdown</p> <p>A full lockdown will be initiated in severely dangerous circumstances, such as an armed intruder accessing the premises. In the event of a full lockdown, the main priority of everyone on site is to run and hide.</p> <p>If a full lockdown is required, the following code will be transmitted through the walkie talkies and telephone loudspeaker five times and walkie talkie system – ‘Full Lockdown’.</p> <ul style="list-style-type: none"> • All staff and learners must proceed immediately to the nearest classroom or office. • The admin team will initiate the emergency locking system of all electronic doors. This will result in all classrooms and offices automatically locking. • Any learners or staff who are not in an office or staff room when the automatic locking system is initiated should immediately make their way to a room with a lockable door (such as a cupboard, kitchen or toilet), barricade the door where possible and remain locked in the room until the ‘all-clear’ signal is given. • Any available SLT will telephone reception to assist. • The office manager will call emergency services. They will be required to give details of the incident and descriptions of the intruders. The police will be kept on the phone at all times, and they will follow instructions and pass these to the Headteacher and SLT. • Staff should barricade the doors to the room they are in to restrict entry. • Learners and staff should move away from sightlines from external doors and windows, for example under a desk. • Lights should be turned off. • Turn off monitors and smartboards. • Ensure mobiles phones and electronic devices are on silent or turned off. • Tutors should take a register of learners in each classroom (take note of any missing or extra learners in the room). Keep the list of names when allowed to leave the room. • DO NOT respond to anybody at the door until the ‘all-clear’ signal is given. • Anyone in the courtyard can evacuate via the fire exit gate and proceed to Waitrose supermarket at the bottom of St Michaels Alley, if safe to do so. • The all-clear signal is ‘All clear’. 											

	<p>Partial Lockdown</p> <p>A partial lockdown will be initiated in less dangerous circumstances, such as an aggressive learner walking around the premises. This could also be because of a reported incident/disturbance in the local community or may be as a result of a warning being received regarding the risk of air pollution etc.</p> <p>If a partial lockdown is required, the following code will be transmitted via the walkie talkies and the telephone loudspeaker five times – ‘Partial Lockdown’.</p> <ul style="list-style-type: none"> • All outside activity to cease immediately, learners and staff return to building. • All staff and learners remain in building and external doors and windows locked. • Free movement may be permitted within the building dependent upon circumstances. • The admin team will initiate the emergency locking system of all electronic doors. This will result in all classrooms automatically locking. • Locked doors can be opened from inside, so any learners or staff who are not in an office or staff room when the automatic locking system is initiated can be given access to a room. • In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off. • Use anything to hand to seal up all the cracks around doors and any vents into the room aiming to minimise possible ingress of pollutants. • Any available SLT will report to Reception to assist. If the partial lockdown is due to an aggressive learner, SLT will then go to the location of the learner to provide behaviour management assistance, directing any other learners who are out of class to return to class immediately via the safest route. • The Office Manager will call the police if instructed to do so by SLT. They will be required to give details of the incident and descriptions of the learner. The police will be kept on the phone at all times, and they will follow instructions and pass these to the SLT. • Teaching staff should continue their lesson as usual to avoid any distress to the learners. • Free movement should not be permitted within the building unless due to medical reasons. • Tutors should take a register of learners in each classroom (take note of any missing or extra learners in the room). Keep the list of names when allowed to leave the room. • The all-clear signal is ‘All clear’.
<p>Internal communication</p>	<p>The telephone and walkie talkie system will be used, as outlined above.</p>
<p>Additional notes</p>	<p>It must be stressed that when the college is in a full lockdown procedure the entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice.</p> <p>During and following a lockdown, the use of social media sites and/or sharing of any information, for example Facebook and Twitter, is strictly prohibited until the Head of College informs staff differently.</p>

Lockdown Checklist

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure learners are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger			
Make sure learners and staff are aware of exit points			
If safe, check for missing learners or staff			
Remain inside until 'all clear' has been given or told to evacuate			