

LockdownPolicy

Lockdown Policy 2019-20

**INTENT**

CANTO Learning Ltd implementing this policy to ensure the safety of staff and students in response to any number of situations but some of the more typical might be:

* A situation in the college with the potential to pose a risk to students or adults in the college
* An intruder with the potential to pose a risk to adults and students in the college
* A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.)
* A reported incident/civil disturbance in the local community (with the potential to pose a risk to adults and students in the Academy)

**SCOPE**

This policy applies to employees, volunteers, parents/carers, students and visitors to the college site including people using the meeting room facilities who may not be directly linked to the college. It covers the procedures and personnel responsibilities when the college is required to go into lockdown.

**GUIDELINES**

The Lockdown Policy applies when students and staff need to be locked within the allocated areas of the building for their own safety. This generally occurs if there is an incident happening with a student, or there is a dangerous intruder on the premises or college grounds, but can also occur in the event of a hazardous situation i.e. chemical spill or extreme weather event, which makes it dangerous for staff, students and visitors to be outside. Copies of this policy will be disseminated via the notice board in the staff room and in reception, and all staff must sign to acknowledge they have read through and understand the procedures. A member of staff - designated by the Headteacher- will be responsible of ensuring all staff members are clear about the procedure. A lock-down drill should take place once per term.

**PROCEDURE**

In the event of an emergency, the member of the Leadership team on duty will make the decision in consultation with the SLT when deemed necessary, with regard to whether the college needs to be locked-down.

**Lock-down procedures**

1. In the event of a building lock-down, staff and pupils will be notified via the words ‘Mr Willis is in the (appropriate colour) zone’.

2. All staff, visitors and pupils must remain inside the building/classroom/office they are in at the time. All doors should be locked and windows and blinds closed. Anyone who is in the hallway must move into the nearest occupied room.

3. If the meeting room is being used then a member of the Leadership Team will go to the meeting to make them aware that there is a situation taking place and give them instruction in line with the decisions being made by the Crisis Team with regard to the management of the current situation.

4. Members of the Crisis Team will then meet at an appropriate location to discuss the situation. Staff may be asked to support in the rooms so that members of the Crisis Team can be relieved of student contact.

5. Staff should check the hallways and toilets (in the immediate vicinity of the room they are in) for students and direct them to the nearest classroom or room with a lockable door (office, staff toilet, etc.)

6. If the lockdown notification comes during break or lunchtime, students and staff should remain in the dining room or break area. If they are outside then they should make their way to the closest room immediately.

7. The Leadership Team will ensure all external doors are locked.

8. Kitchen staff should lower the kitchen shutter and ensure the kitchen door is locked.

9. Staff are requested to keep the rooms as quiet as possible.

10. Staff should only leave the location when directed to do so by a member of the Crisis Team.

11. Administration staff should notify any staff members out of the building so that they remain off site until notified otherwise.

12. Students and adults must remain in this position until the “Mr Willis has left the building” is given by a member of the Leadership Team.

13. Administration staff to notify parents and carers of the lockdown if requested to do so by a member of the Leadership Team.

14. In order for those dealing with the situation to process the situation effectively staff **MUST NOT** ask questions or speak to each other about the incident either during or after the lock down. All staff will be given a debrief when appropriate, this is likely to be at the end of the working day.

**Crisis Team Procedure**

1.The Crisis Team to assembly in an appropriate location to work together to make the plan.

2.If members of the Crisis team are required to ‘manage’ a students’ behaviours then they should swap in and out with each other every 15 minutes. It is likely that a maximum of 4 staff will swap in and out to ensure some consistency for the student.

3.The Crisis Team may be relieved of duties for a period of time following the incident to process the incident and the outcome.

4.The Crisis Team will meet for a debrief as soon as is appropriate following the incident. The Senior Leadership Team may deem it appropriate for staff involved in the incident to not attend the whole staff team debrief as well.

5.The Crisis Team and any other staff requiring it will be sent for medical intervention if required.

**Intruder procedures**

It is possible that staff may be confronted by an intruder in the college grounds or may need to confront someone who has no permission or legitimate reason for being on site. In such a case, you should use the following procedure:

1. If confronting an intruder, take a colleague with you.

2. Have a third member of staff on stand-by to call the Police if required.

3. Determine who will initiate contact with the intruder and who will provide back up. If may also be helpful to include a third member of staff so that you can form a triangle around the intruder and make your defensive position stronger.

4. Attempt to direct the intruder to the reception area if they are inside the building, towards the gate if they are in the car park, or away from the building if they are in the grounds. Use casual conversation and body language to calmly direct the situation.

5. If the intruder refuses to cooperate, do not escalate the situation. Inform them that the police will be alerted and monitor the situation from a safe distance

6. Report the situation to a member of the Senior Leadership Team.

**The Senior Leadership Team are:**

Charlotte Dear

Haydn Dear

Monique Heron

Tara Moore

**The Leadership Team are the members of the SLT as well as:**

Bekki Cottrell

Elliott Hitchens

Terri-Anne White

**The Crisis Team is made up of the following staff members:**

Benjamin Byrne

Charlotte Dear

Elliott Hitchens

Haydn Dear

Monique Heron

Sarah Bland

Tara Moore

Terri-Anne White

**The Administration staff are:**

Jodie Smith

Julie Askew

Sabrina Carmichael

Zoe Letts