

CARFAX

COLLEGE

Lockdown Policy

(June, 2019)

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 pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

Possible Circumstances leading to Lockdown being initiated at the College:

- An intruder on the school site (with the potential to pose a risk to staff and students). For example, an estranged parent who might be verbally or physically abusive.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.).
- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community. For example, a football riot at the Oxford train station, a major political demonstration, or a savage dog loose on Hythe Bridge Street.
- A major fire in the vicinity of the school.

Partial Lockdown Procedure

Partial lockdown' is a precautionary measure that puts the College in a state of readiness (whilst retaining a degree of normality) should the situation escalate. This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- Students and staff to return from excursions to the building (where the threat is not in the college).
- Teaching staff will be alerted discretely by front office staff.

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- All staff and pupils will remain in the building and external doors and windows will be locked.
- Pupils and tutors to stay in their classrooms unless there is reason to move them.

Pupil movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff. For example, if a pupil wishes to go to the loo then a member of staff will accompany them to ensure everyone is contained as possible.

Senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and students.

Air Pollution

In the event of an air pollution issue, windows should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in the event of that particular threat.

Full Lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- Staff will be alerted discretely by front office staff.
- External doors will be locked.
- Classroom doors will be blocked.
- Windows will be locked, blinds drawn and students will sit quietly out of sight (e.g. under desks).
- Staff and students will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

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

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,

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- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger.

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