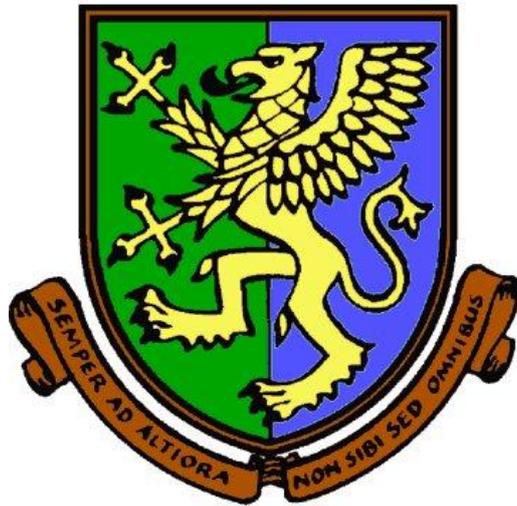


COWLEY INTERNATIONAL COLLEGE



Lockdown Policy and Procedures

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Cowley International College Lockdown Policy and Procedures

1. **INTENT** Cowley International College is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

2. **SCOPE** This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

3. **GUIDELINES** Cowley International College Lockdown Policy applies when students and staff need to be 'locked' within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill, suspicious package or extreme weather event, which makes it dangerous for students, staff and visitors to be outside. The Associate Principal will schedule at least one practice lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads of School will remind students of the lockdown procedure during the first assembly each term.

4. **PROCEDURE** In the event of an emergency, the Principal will make the decision, in consultation with police when deemed necessary, with regard to whether the college needs to be lockdown.

Lockdown procedures

1. In the event of a building lockdown, the lockdown 'alarm' will be activated by SLMT on duty and site staff on duty. A tannoy announcement will be made. "This is a lockdown call. Please follow lockdown procedures immediately". The person in charge will identify staff to Radio and phone to the other sites ensuring (11-16, PE, SSU and Sixth form sites are informed and respond). The fire alarm is disabled.

2. It is mandatory that all students and adults remain in the building / classroom / office they are in at the time. Students and adults who are in the hallway are to move into the closest occupied classroom. If students are on the 3G or playing fields and the senior staff in charge informs them to be inside they will make their way to the nearest classroom, learning space or changing room. Otherwise the teacher will take the students to the furthest point on the 3G and playing field and await instruction from SLMT or the emergency services.

3. Staff members who are not teaching at the start of a lockdown should go to the nearest classroom.

4. Staff, should check hallways for students and direct them to the nearest classroom.

5. If the lockdown alarm sounds during break time or lunchtime, students and staff should make their way to the closest classroom immediately. Students will be notified by a continuous half second whistle signals. Staff on duty or nearby an entrance will manage the door entry using their fobs.

6. Windows and blinds should be closed in the classroom/office and the door locked, if possible.
7. Students and staff should be positioned against the door wall in the most non visible corner, seated.
8. Students and staff are not allowed to use any phones or electronic devices.
9. Students and adults are to remain silent at all times.
10. Where practicable, staff should contact the business manager by email to confirm which students and staff are present, stating which area of the school they are in.
11. Students and adults should remain in this position until "all clear" is announced by a member of the Senior Leadership Team.
12. Parents should be contacted about the time and place to pick up their child, if appropriate, (see below).

For Parents and Carers Information about the school's lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If students are required to stay beyond the regular time, parents will receive information about the time and place that they can pick up their child.

Intruder Procedures The college is a secure site which is accessed via an access control system. All staff have responsibility to ensure the site remains safe and secure. Identity badges are issued to all staff and should be worn at all times whilst on Council premises or College business. Any person seen on the college site and not wearing a badge should be challenged as to their purpose for being on site and who they are visiting.

Visitors to the college will be issued with a Visitor Badge which should be worn at all times whilst on college premises. It is the responsibility of the member of staff receiving the visitor to ensure that badges are worn and the visitor is escorted at all times in line with safeguarding procedures. If staff find an intruder in the school grounds and they appear not to have any legitimate reason for being on campus and could cause harm to staff or students, they should contact SLMT and the on-site police officer

RELATED POLICIES AND DOCUMENTS Safeguarding Policy Evacuation
Procedure