

Lockdown Policy

As part of our Health and Safety procedures Rotunda has introduced Lockdown Procedures.

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 visitors on the premises.

Procedures should aim to minimise any disruption to the learning environment whilst ensuring the safety of all students and staff.

On very rare occasions it may be necessary to seal off the building, so it is not accessible from the outside. This will ensure that staff, and visitors are safe in extreme situations where there is a hazard on the grounds or outside, or in the near vicinity / local community.

A lockdown would be implemented when there are potential serious risks, for example:

- An intruder on the site (with the potential to pose a serious risk to staff and visitors).
- A reported incident/civil disturbance in the local community (with the potential to pose a significant risk to the safety of staff and visitors).
- A warning being received regarding an environmental risk locally (serious pollution, smoke plume, gas cloud etc).
- A major fire in the immediate vicinity of the building.
- The proximity of a dangerous dog/other animal roaming loose.

Notification of Lockdown

The CEO or in her absence her deputy will determine if a lockdown procedure is to be initiated.

If appropriate, they will advise if the Emergency Services, and appropriate Local Authority and media persons are to be contacted.

An incident room will be set up at an appropriate location within the premises and attended by SLT members.

Staff will be notified that either full or partial lock down procedures are to take place immediately by use of the Rotunda Work Whatsapp Group.

"In the interest of health and safety we are entering a (full/partial) lockdown".

There will then follow further detail, as far as is practicable and safe to do so, around what the threat posed includes:

All staff should always have their mobile phones on them.

Partial Lockdown

This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school building. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate

- All outside activity to cease immediately, staff return to building.
- Visitors to remain with the member of staff they are visiting.
- All staff and pupils remain in the building and external doors and windows locked.
- All staff to return to rooms.
- External doors and windows locked.
- Register / head count taken and collated by a designated member of the SLT.
- Staff remain in partial lockdown until it has been lifted by an authorised SLT member.
- During the lockdown, staff will keep agreed lines of communication open.
- Staff should not be allowed to leave the room unless permission to do so is granted by the SLT.
- If the risk is airborne pollution, all windows and external doors should be closed. If necessary, the vents will be closed, and the air conditioning turned off. In exceptional circumstances movement may be permitted within the building but this must be agreed by SLT.
- If necessary, a partial lockdown can be escalated to a full lockdown.

All situations are different, once all staff are safely inside, senior staff will direct students to the appropriate venue and conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff.

'Partial lockdown' is a precautionary measure but puts Rotunda in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Full Lockdown

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

Utilise the C.L.O.S.E acronym:

C - Close all windows and doors

L - Lock up

O - Out of sight and minimise movement

S - Stay silent and avoid drawing attention

E - Endure. Be aware you may be in lock down for some time

Immediate Action

- The lockdown notification will be given via the Rotunda Work Whatsapp Group. If the notification is received during lesson time, all rooms' doors are to be locked or wedged shut, lights are to be turned off, blinds drawn and

children to sit on the floor, where possible barricading themselves underneath tables. Once in lockdown staff, should communicate to the incident manager (the most senior member of the SLT), to collate the register / head count.

- Anyone in the corridor for any reason are to go to the nearest room immediately. Upon activation of the notification if anyone is outside of the building, they should enter the building immediately and go to the nearest room or secure space.
- At the given signal the staff remain in the room they are in and will ensure the windows and doors are locked/wedged shut and screened where possible and are positioned away from possible sightlines from external / internal windows/doors. Lights, Smart Boards, and computer monitors to be turned off. Mobile phones are to be put on silent mode but readily available to allow for communication between staff members and SLT.
- Staff not in a room for any reason will proceed to the nearest occupied room and remain in place.
- Staff to support children in the nursery to keep calm and quiet AND **NO ONE SHOULD MOVE ABOUT THE BUILDING.**
- Staff to remain in lock down positions until informed by senior staff via the Rotunda Work Whatsapp Group e.g. or verified emergency service staff that there is an **ALL CLEAR.**
- Other staff should move quickly to the nearest room and follow the same procedures to secure their venue.
- Bistro staff should ensure all gas and electricity is turned off using the emergency cut off devices. They should lock down and remain inside until a clear signal is given.
- In the event of a full lockdown if it is known that there is an intruder in the building all staff should take action to increase protection from attack. They should block access points e.g., move furniture to obstruct doorways, sit on the floor under tables or against a wall and minimise any visibility/accessibility to the room or secure location.
- Staff must not communicate with any persons outside of the situation as this may cause unnecessary anxiety.
- As soon as possible after the lock down staff should return to their rooms and conduct a register and notify the SLT immediately of anyone not accounted for. **A FULL REGISTER OF ALL STAFF AND VISITORS SHOULD BE COLLATED BY THE INCIDENT MANAGER.**

- Whilst in full lockdown staff must not evacuate the building unless directly instructed to do so. **IF THE FIRE ALARM SOUNDS DURING THE LOCKDOWN NOBODY SHOULD EVACUATE AS THIS MAY BE SET OFF DELIBERATELY BY AN INTRUDER. IT IS SAFER TO STAY LOCKED DOWN. IN THE EVENT OF A FIRE BEING DISCOVERED THE EMERGENCY SERVICES SHOULD BE INFORMED AND ONLY IF SMOKE AND FIRE IS VISIBLE SHOULD EVACUATION MEASURES BE UTILISED.**
- Nursery children will not be released to parents during a lockdown.
- If someone is taken hostage Rotunda should look to evacuate the rest of the site providing it is safe to do so.

Communication with Parents / Carers / Visitors

Lockdown procedures, especially arrangements for communicating with parents of nursery children, will be routinely shared via text, email or letter.

Parents / carers will be notified in the event of an actual lockdown. Any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that Rotunda understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the Rotunda. Calling Rotunda could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to Rotunda. This could interfere with emergency provider's access to the building and may even put themselves and others in danger.
- Wait for Rotunda to contact them about when it is safe for them to come to get their children, and where this will be from.
- Parents will be told Rotunda is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out of the building'
- Parents will be told, **'... Rotunda is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out...'**

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. Rotunda may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decisions of the SLT regarding the timing of any communication to parents.

When Phoning Emergency Services Report the Following

- Your specific location
- The number of people at your specific location
- If there are injuries, the number, and types of injuries

- If you have seen an assailant or identified a threat:
- location and number of suspects
- direction of travel
- their clothing and description
- their identity if known
- any weapons or accessories (e.g., backpack)
- any unusual or threatening sounds (e.g., gunfire or explosion)

Lockdown Drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	1 st March 2024	Annual	28 th February 2025	