

# Hummersknott Academy Trust



## 19 – Emergency Lockdown Policy

**Review Date: March 2024**

Adopted/V1	V2	V3	V4	V5	V6		
Mar 2018	Mar 2019	Mar 2020	Mar 2021	Mar 2022	Mar 2023		

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy and procedure applies to all Academies equally.

## **PURPOSE**

This policy exists to ensure that students/pupils and staff remain safe in the event of an actual or perceived threat and to:-

- provide a safe and secure environment for our students, staff and resources
- establish protocols and processes that effectively monitors and manages a potentially dangerous situation

## **SCOPE**

This policy applies to employees, volunteers, parents/carers, students/pupils, and people visiting Trust premises.

All visitors to Trust premises must first register at reception to receive a "Visitors Pass" which is to be worn and clearly displayed. Any adult or visitor not wearing their school pass will be challenged.

### **Implementation:**

This policy applies when students/pupils and staff need to be locked within buildings for their own safety. This will usually occur if there is a direct threat to Trust premises or personnel, a dangerous intruder on Trust premises, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students/pupils, staff and visitors to be outside.

### **Principal/Headteacher/most senior member of staff role:**

If recognizing the situation calls for lockdown, the Principal/Headteacher or most senior member of staff authorises lockdown procedure to be implemented.

### **Information for parents**

On the very rare occasion a lockdown is called, the Academy will endeavour to carry out the policy and procedure as set.

If lockdown occurs, parents will be notified as soon as it is practical to do so via email/website. 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 must not expect their child to call them nor must they call student mobiles,** as the lockdown situation requires silence in order not to alert an intruder to the whereabouts of students, staff and visitors.

If your child's stay at school is extended beyond the regular time, you will receive information about the time and place where you can collect your child. Following lockdown and return to standard working conditions, the Academy affected will inform parents of the lockdown formally via email.

Please be assured that in the event of a lockdown the overriding consideration for the Trust is the **safety and well-being of students/pupils, school personnel and visitors.**

This policy links with values 3 - Nothing but the best for all and 4 – Taking responsibility of Hummersknott Academy Trust's Vision and Values.

**RESPONSIBILITY**

This policy will be reviewed and updated where necessary by the Executive Principal and approved for adoption by the Local Governing Body.

**PUBLICISING THE POLICY**

A copy of this policy and related procedure will be available on each Academy's website and the X Drive/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

**POLICY STATUS**

This is a non-statutory policy.