

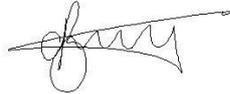
# Lockdown Policy



**THE LADDER  
SCHOOL**

Redefining alternative provision



Date of Creation (first edition)	January 2020
Date for Review	May 2021
Date posted on website	June 2020
Policy updates and amendments	May 2020
Member of staff responsible for the policy	Chris Bury
Date adopted by the Local Governing Body	June 2020
Signed by Principal	
Signed by Chair of Governing Body	



## Version Control

Version	Author	Date	Changes Made
1.0	CB	Jan 2020	First Edition
1.1	RW	May 2020	Changes to present tense

## Mission Statement

The Ladder School is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

## Values

1. Alternative Provision doesn't mean a dumping ground...it's mainstream with the reasonable adjustments to succeed
2. High standards and high expectations are incredibly important and are the corner stones to a successful school
3. The Ladder School should become the go-to place for educators from across the country to see best practice
4. Good simply isn't good enough
5. Learning is about a journey and there is more than one way to get to the destination
6. Qualifications, manners, respect and opportunity should be the foundations for students that need a second chance.

## School Ethos



**High Standards**



**Daring to Dream**



**Traditional Values**



**Success**



**Personalised Support**

High standards – students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.



Daring to Dream – students at The Ladder School may have been in an educational setting where they lacked aspiration to be successful, at The Ladder School we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at The Ladder School we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment.

Success – can come in many virtues, at The Ladder School we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a successful future.

Personalised Support - all students at The Ladder School have a Learning Coach who guides them, sets them bespoke targets and supports them in making social and academic progress.

## **Rationale**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions (high winds with a risk of tree damage) or attempted access by unauthorised persons intent on causing harm/damage and bomb threats or suspected terrorist activity.

## **NaCTSO (National Counter Terrorism Security Office)**

*Guidance In January 2016,*

NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

## **Bomb threats**

### **Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.



*Be alert, but not alarmed!*

On receipt of a “bomb threat”

- Dial 999 and police will respond.
- You should always consider their advice before a decision is taken to close or evacuate.
- A decision is made to instigate lockdown. Staff will be notified lock down procedures are to immediately take place on hearing ‘Attention Lock Down’ this message will be communicated via the phone system by \*95 or verbally with a senior member of staff informing each room on the corridor. Ground floor HB, middle floor PB or GC and top floor TL.
- If the internal phone system may also be used by a member staff who will inform adults by stating ‘ATTENTION LOCK DOWN’ then stating the nature of the lock down (intruder- police advice- external threat).

### Procedures for lockdown

- These signals will activate a process of students being ushered into the building if in the outside areas as quickly as possible.
- The main school door should be locked by a member of staff in the front of school and any visitors escorted out the meeting room. Reception should be evacuated if safe to do so.
- At the given signal the students remain in the room they are in and the staff will ensure the windows and doors are closed, locked and screened where possible and student are positioned away from possible sightlines from external windows/doors. The blinds should be drawn. Projectors should be turned off and classroom lights should be switched off by the Site Support Officer if safe to do so. **Remain calm** and remember not to discuss details with the students but reassure them.
- Student or staff not in class for any reason will proceed to the nearest occupied room and remain with the student and staff. All visitors on site will also join the student and staff in the main classroom or other designated room. Where possible the ground floor should be evacuated.
- Staff should take a headcount of the students and message the Principal if it is safe to do so.

### NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support students in keeping calm and quiet.
- Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team, the authorities or in person that there is an all clear.
- As soon as possible after the lockdown staff return to their base rooms and conduct a register and notify the office immediately of any student not accounted for.

**Staff Roles:**



- Admin office staff ensure that their office(s) are locked and police called if necessary. Trigger the intruder alarm as this requires the police to respond immediately. Staff then move to main rooms to provide support.
- Ensure the front door is locked, the corridor door is locked and staircase 1 mag locks armed.
- If the incident occurs at lunch time, Learning Coaches to escort all student immediately to second floor rooms supported by all school staff who are on site. Then lock down proceeds as recorded in this document.
- Staff out of lessons to go immediately to the nearest classroom.
- Members of the SLT will ensure they collect their mobile phones on route to the lock down areas to enable communication with people outside the building.
- Video entrance or school buzzer entrance must not be opened until we have the all clear from the emergency services.

## **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN**

### **Communication with parents**

- If necessary parents/carers will be notified as soon as it is practical to do so via the school's established communication network website/e-mail/ text/call.
- Depending on the type and severity of the incident, parents/carers may be asked not to collect their student from school as it may put them and their child at risk.
- Students will not be released to parents/carers during a lock down.
- Parents/carers will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.
- A letter to parents/carers will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their student the importance of following procedures in these very rare circumstances.
- Lockdown drills Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Additional information**

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>



Lockdown checklist

<https://www.gov.uk/government/publications/school-and-college-security>

Lockdown guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/478003/NaCTSO\\_Guidance\\_Note\\_1\\_-\\_2015\\_-\\_Dynamic\\_Lockdown\\_v1\\_0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)



**IN THE RARE EVENT OF**  
a firearms or weapons attack

# **RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE.** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

# LOCKDOWN PROCEDURE



## LOCKDOWN SIGNAL

Verbal Staff Announcement or  
Message over the School Phone System



## GET/STAY SOMEWHERE SAFE

If you are in a classroom, stay where you are  
If you are outside, go to the nearest classroom  
If you are in the toilets, go to the nearest classroom



## HIDE FROM VIEW

Lock the door and block with a desk  
Close the windows and blinds  
Turn off any equipment such as the projectors and  
computers  
Move to a safe corner (away from doors/windows)  
Hide under tables



## WAIT FOR INSTRUCTIONS

Stay quiet and calm  
Do exactly what staff tell you to do  
Do not open the door during lockdown unless the fire  
alarm sounds or staff tell you to do so



## ALL CLEAR SIGNAL

Staff will tell you when the lockdown has ended

