

Inclusion Hampshire Lockdown Procedure 2021/22

This lockdown procedure may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to an Inclusion Hampshire site
- An intruder on the site with the potential to pose a risk to learners or staff
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of an Inclusion Hampshire site
- A dangerous dog roaming loose

Lockdown drills

Inclusion Hampshire will practice lockdowns at least once a year

Staff responsibilities	
Headteacher	Make contact with emergency services. CEO, Assistant Head or Operations Manager to do this in the absence of Headteacher.
Other staff members	<ul style="list-style-type: none"> ● Tutors and support staff: stay with pupils ● Headteacher and/or Operations Manager: ensure all access points and windows are secured ● Assistant Head and/or Pastoral Manager: communicate with parents
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> ● Dedicated 'lockdown' alarm tone (3 second bursts) activated by Head of Provision or Deputy identified above in absence of the Head. ● Internal whole team Lockdown message sent to all staff via WhatsApp
All clear signal	<ul style="list-style-type: none"> ● Dedicated 'lockdown' alarm tone (10 second continuous tone) activated by Head of Provision or Deputy identified above in absence of the Head. ● Internal whole team All Clear message sent to all staff via WhatsApp
Evacuation signal	<ul style="list-style-type: none"> ● Fire Alarm bell
Lockdown	
Assembly points	Follow fire evacuation process
Entrance and exit points	Main door locked automatically until the internal release button pressed.

	<p>Lock internal main doors to units 4 & 5</p> <p>Ensure all windows are closed and locked</p>
Bringing pupils inside	<ul style="list-style-type: none"> Internal whole team Lockdown message sent to all staff via WhatsApp, those staff with learners outside the building to keep learners away from building and seek refuge in the nearest safe area such as a shop or community building. The member of staff should then message the Whole Team WhatsApp group to communicate whereabouts and wait to receive further instruction. <p>Headteacher or Assistant Head to log whereabouts of all staff and learners either on their phone, written by hand or on central record via PC.</p>
Steps to increase protection from danger	<ul style="list-style-type: none"> Lock and screen doors where possible Position children away from sightlines from external doors and windows, for example under a desk Turn off lights and monitors Ensure mobiles phones and electronic devices are on silent, or learners phones are turned off
Internal communication	All staff are in a defined user group on WhatsApp, which is used to communicate with them in an emergency.
Communication with parents	<p>A combination of phone, text and email will be used to communicate with parents/carers.</p> <p>Parents/carers will be asked not to call the Inclusion Hampshire number, as this will tie up lines that would be used to contact emergency services, and not to come to the building.</p>
Additional notes	<p><i>Are there any pupils or staff with additional needs who need specific arrangements?</i></p> <p>All learners are taught one to one or in small groups of 3-4. Tutors are aware of specific needs of their learners at all times.</p>

Staff responsibilities	
Headteacher	<p>Make contact with emergency services.</p> <p>Deputy Lead for the day or Pastoral Manager to do this in the absence of Headteacher.</p>
Other staff members	<ul style="list-style-type: none"> Tutors and support staff: stay with pupils Headteacher and/or Deputy Lead: ensure all access points and windows are secured Deputy Lead and/or Pastoral Manager: communicate with parents
Signals	

Lockdown signal(s)	<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm tone (3 second bursts) activated by Head of Provision or Deputy identified above in absence of the Head. • Internal whole team Lockdown message sent to all staff via WhatsApp
All clear signal	<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm tone (10 second continuous tone) activated by Head of Provision or Deputy identified above in absence of the Head. • Internal whole team All Clear message sent to all staff via WhatsApp
Evacuation signal	<ul style="list-style-type: none"> • Fire Alarm bell
Lockdown	
Assembly points	Follow fire evacuation process
Entrance and exit points	Main door electronic switch in reception area to be turned to fully locked Ensure all windows are closed and locked
Bringing pupils inside	<ul style="list-style-type: none"> • Internal whole team Lockdown message sent to all staff via WhatsApp, those staff with learners outside the building to keep learners away from building and seek refuge in the nearest safe area such as a shop or community building. The member of staff should then message the Whole Team WhatsApp group to communicate whereabouts and wait to receive further instruction. <p>Headteacher or Deputy Lead to log whereabouts of all staff and learners either on their phone, written by hand or on central record via PC.</p>
Steps to increase protection from danger	<ul style="list-style-type: none"> • Lock and screen doors where possible • Position children away from sightlines from external doors and windows, for example under a desk • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent, or learners phones are turned off
Internal communication	All staff are in a defined user group on WhatsApp, which is used to communicate with them in an emergency.

Communication with parents	<p>A combination of phone, text and email will be used to communicate with parents/carers.</p> <p>Parents/carers will be asked not to call the Inclusion Hampshire number, as this will tie up lines that would be used to contact emergency services, and not to come to the building.</p>
Additional notes	<p><i>Are there any pupils or staff with additional needs who need specific arrangements?</i></p> <p>All learners are taught one to one or in small groups of up to 8.. Tutors are aware of specific needs of their learners at all times.</p>

Date:

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 <i>[e.g. turning off lights and locking internal doors]</i>			
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			