



Windsor Academy Trust
Colley Lane Primary Academy

Emergency and Business Continuity Policy <i>(including Lockdown Procedure)</i>	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	21 October 2021
Next Review date:	October 2023

Emergency and Business Continuity Policy Statement

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all persons using WAT premises and to safeguard children and young people, protecting them from harm. WAT will therefore put in place plans and procedures to ensure that it is suitably prepared, in the event of a major incident.
- 1.2 WAT will ensure that wherever possible, education continues to be provided in a safe working environment. It is expected that each academy will have their own plans outlining their local arrangements and that the central team will have in place plan for the central WAT location(s) as appropriate overseen by the Chief Operating Officer (COO).

1.3 WAT is committed to:

- **Preventing** emergency situations from occurring for example by being aware of the working environment and potential hazards.
- **Protecting** educational services by minimising educational and administrative disruption.
- **Responding** effectively to incidents by enacting emergency plans and implementing emergency procedures, ensuring early control is established at a senior level in the critical early stages following a disaster/major incident to ensure that normal work is resumed in the shortest possible time.
- **Equipping and training** all employees, managers and leaders to ensure that they are aware and able to respond in an emergency situation by providing training clear instructions and guidance.
- **Engaging and consulting** with employees and third party responders to enable them to be pro-active and well informed should they need to assist in an emergency situation.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance**, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

- 2.1 **The purpose of the Emergency and Business Continuity plan is to ensure that:**

- A structured response is provided in the event of an emergency with the actions to be taken to ensure continuity of service.
- Arrangements are in place for the recovery and business continuity of WAT operations and most importantly the provision of education to students/pupils. The plan should address the measures required to minimise disruption in the event of a disaster, major incident, disruption or an unplanned occurrence.

2.2 In adopting this approach WAT will ensure that:

The Emergency and Business Continuity Plan provides the basis for:

- Continuing operations at an acceptable pre-defined level by deploying the resources and capability in WAT to plan for, and respond to, incidents and business disruptions.
- Developing and implementing emergency and business continuity planning within the academy and other WAT premises; and,
- Providing confidence and assurance to external organisations and other stakeholders.

3. Governance

- 3.1 The WAT Board of Directors (BoD) will need to be assured that robust plans are in place across the Trust.
- 3.2 The COO is responsible for the development and implementation of procedures for WAT sites and for ensuring that all staff are aware of what to do if there is an emergency.
- 3.3 The Local Advisory Bodies (LABs) are responsible for ensuring that all academies are compliant with legislation and that robust plans are in place and are fully implemented in the eventuality of disruption.
- 3.3 The Headteacher is responsible for the development and implementation of procedures in their academy and for ensuring that all staff are aware of what to do if there is an emergency.

4. Local Arrangements

- 4.1 Appendix 1 provides guidance for academies to develop local procedures in the event of a lockdown becoming necessary.
- 4.2 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored for their own local circumstances. Such arrangements will be supported and informed by external Health Safety Advisors and other consultants/specialists. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

5. Enacting Emergency and Business Continuity Plan

- 5.1 All academies must notify the Chief Operating Officer (COO) if the implementation of the Emergency and Business Continuity Plan becomes necessary.

6. Communication

- 6.1 This policy statement must be brought to the attention of all members of staff. Any personal data that is held must comply with the requirements outlined in WAT's Data Protection Policies.

7. Policy Review

- 7.1 This policy statement and local arrangements will be reviewed regularly and as a minimum every 2 years.

APPENDICES

***(Guidance and Local
Procedures)***

Appendix 1

Lockdown Procedure

Appendix 1

Colley Lane Primary Academy

Colley Lane Primary Academy Lockdown Procedure

Specific to Colley Lane Primary Academy to accompany WAT Emergency & Business Continuity Plan

This process covers situation in which it may be necessary to lockdown the school to ensure the safety of staff, students and visitors. The main situation in which an emergency lockdown would be required would include an armed or violent intruder accessing the site or buildings and/or threatening harm to staff, pupils or visitors. It is very unlikely we will ever need to implement a real lockdown, but it is important to have these arrangements in place to deal with such a situation.

Under no circumstances should any member of staff put themselves a risk or attempt to challenge or disarm an intruder.

All members of staff to make themselves fully aware of the WAT Emergency Lockdown Policy and the procedures below specific to Colley Lane Primary Academy.

Lockdown Procedure 1 (Summary of the process)

If the incident is located away from the school office/front entrance, follow the

Emergency Lockdown procedure below:

- Person discovering the incident to immediately inform the Headteacher or member of SLT
- If recognising the situation calls for lockdown, the Headteacher or member of SLT will liaise with the school office to activate the unique alarm and ring the police (999) as well as inform WAT CEO Mr Keith Sorrell. **The unique alarm will consist of short bursts of the school bell for a period of 30 seconds.**
- The Headteacher or a member of SLT will then assume a lockdown position in the school office while maintaining phone contact with police.

Remaining in contact allows the police to be constantly updated on the situation. When the police arrive, they will make contact with the Headteacher or member of SLT.

- When the threat has been averted, the “all clear” is to be sounded using the Bodet tanoy system.

Lockdown Procedure 2 (Summary of the process)

If the incident is located in or around the school office/front entrance, follow the Emergency Lockdown procedure below:

- Office staff informs the Headteacher or member of SLT of the incident
- In the first instance, the Headteacher or SLT member makes a decision to activate the Emergency Lockdown procedure
- Office staff to activate the unique alarm
- Office staff will contact staff to inform them the Emergency Lockdown Procedure has been activated.

Area	Internal number
Nursery	4130
Reception	4131
Year 1	4132
Year 2	4133
Year 3	4134
Year 4	4135
Year 5	4136
Year 6	4137
Kitchen	4140
FM Office	4141
The Well	4128
ICT	4126

- If a member of SLT isn't available, then the office staff may need to make the decision to activate the alarm to instruct them and then immediately dial 999 to inform the emergency services

- When the threat has been averted, the “all clear” is to be sounded using the Bodet tano system.

Lockdown Procedure 3

In the unlikely event of a **bomb threat**, the above instructions will be carried out and all pupils and staff to evacuate immediately. All staff, pupils and visitors should make their way to our emergency evacuation centre, ensuring the keys are taken to gain access.

Lockdown Drill

A lockdown drill will take place at least once per year.
Changes/recommendations to this policy will be made as required.

Power failure

In the event of a power failure members of SLT will use mobile phones to inform key staff that a lockdown procedure has been implemented and **5 blows on a whistle (would this be heard across school)**.

Colley Lane Primary Academy Lockdown Procedure (full procedures)

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 anyone on the school site is safe in situations where there is a potential to pose a threat to the safety of staff and pupils in the school.

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 or attempted access by unauthorised persons intent in causing harm/damage.

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

Aim:

- To provide a safe and secure environment for our pupils, staff and resources.

- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation

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. It may also be as a result of a warning being received regarding the risk of air pollution etc.

ALERT STAFF TO PARTIAL LOCKDOWN

Immediate Action

- All outside activity to cease immediately, staff and pupils to return to building
- All staff and pupils to remain in the building and external doors and windows locked
- Free movement may be permitted within the building dependent on circumstances

All situations are different and once all staff and pupils are safely inside, SLT will conduct on ongoing and dynamic risk assessment based on advice from the Emergency Services, which in turn will be communicated to staff. Partial lockdown is a precautionary measure that puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

NOTIFICATION OF FULL LOCKDOWN

Staff will be notified lockdown procedures are to immediately take place on hearing short bursts of the school bell for a period of 30 seconds, this is a different bell to that of the fire bell or lesson change bell and students will be notified of its sound each term.

ROLES AND RESPONSIBILITIES:

Headteacher or member of SLT:

- In the event of a building lockdown, it is mandatory that all adults and pupils to remain in their classrooms. Adults and pupils, who are outside but near buildings, are to move into the closest occupied classroom.
- Staff, who are not teaching at the start of a lockdown, should remain in room they are in or if in the grounds, go to the nearest classroom. In doing so, staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a "Visitors Pass" or Authority ID card. If pupils or adults are caught outside the classroom when the alarm is sounded, they must immediately make their way to the closest room or building before that room is locked down, and join whoever is in that room.

- Close the curtains or blinds in the room if they are available. Position pupils on the floor against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- Do not allow pupils to use mobile phones.
- Insist that pupils and adults remain quiet.
- No one is to answer the door under any circumstances until the “all clear” is given.
- Remain in this position until “all clear” is announced via the Bodet tanoy system.
- After the “all clear” is sounded, the Headteacher can authorise the contacting of parents, if appropriate.

NO ONE SHOULD MOVE AROUND THE SCHOOL

- Staff to support pupils in keeping them calm and quiet.
 - Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team or Office Staff in person that there is an all clear.
- As soon as possible after the lockdown teachers should return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.
- Discreet channels of communicating such as internal e-mail should be accessed to await further instructions.
- If it is necessary to evacuate the building the fire alarm will be sounded.

Staff Roles:

- Front office staff are to ensure that front door and internal reception doors are locked and police called if necessary.
- Caretaker locks all of the school’s external doors/entrances. The Kitchen Co-ordinator will lock the external kitchen entrance.
- Nearest adult to check exit doors. If staff pass an open external door, they must shut the door and lock the thumb turn.
- Individual teachers/HLTAs/TAs/Support staff lock/close classroom door(s) and windows.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)

Communication with parents:

- If necessary parents will be notified as soon as it is practicable to do so via the schools' established communication network – text message/telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown
- Parents will be asked not to call the school as this may tie up emergency lines
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up. Office staff to contact parents under the guidance of Headteacher, STL or the emergency services.
- A letter to parents will be sent home on the nearest possible day following any serious incident to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances
- Information about the school's lockdown procedures will be disseminated to all parents via the schools' website
- The communication with parents needs to reassure them that the school understands their concerns for their children's welfare and that everything possible will be done to ensure their child's safety. However during the period the office phones and entrances will be un-manned and external doors will be locked and therefore nobody will be allowed in or out of the school apart from emergency services.

Unknown persons/Intruder procedures:

- All visitors to the school must first register at reception, receive a "Visitors Pass" to be worn and clearly displayed; authority/healthcare visitors may wear their own ID, but must register at reception. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately. From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site.
- In such a case, they should use the following procedure:
 - When alerted to the presence of an intruder, take another staff member with you to help deal with them.

- Ask a third staff member who is not involved to make the school office and the Headteacher or a member of SLT aware.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Headteacher or a member of SLT to call the police.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Headteacher or a member of SLT, call the police immediately.

Lockdown drills

It is of vital importance that the school's lockdown procedures are known by SLT, school administrators, teaching staff and non-teaching staff. Therefore **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.

Review

- This policy and procedures will be reviewed annually as a part of the Health & Safety policy and Business Continuity Plan

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and well-being of your child and school personnel.**

Procedure reviewed:	December 2020
Date of next review:	December 2022

Lockdown Procedure

- 1.1 All WAT sites should consider the need for a robust and tested **lockdown procedure**.
- 1.2 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 pupils in the academy.
- 1.3 Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils/students, staff and visitors.
- 1.4 Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be;
 - a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the academy);
 - an intruder on the WAT site (with the potential to pose a risk to staff and pupils/students);
 - a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.);
 - a major fire in the vicinity of the academy;
 - the close proximity of a dangerous dog roaming loose.

2. Action in the Event of Lockdown

- 2.1 In the event of lockdown, Emergency and Business Continuity Plans will be implemented, wherever appropriate.
- 2.2 If possible, the academy bell will be sounded in three short bursts.
- 2.3 If this is not possible, all persons must remain in their classrooms.
- 2.4 If staff and/or pupils/students are on a separate part of the school site, which is not connected to the fire alarm, a senior leader will make contact with them to ensure that they are also aware that lockdown is in progress.
- 2.5 If the incident is taking place on a separate part of the school site, the senior member of staff at the satellite location will immediately contact a senior member of staff at the academy main building.

3. Basic Principles

- 3.1 Staff must be alerted to the activation of the plan by a recognised signal, audible throughout the school (e.g. **three short bursts of the school bell**..
- 3.2 Pupils/students who are outside the academy buildings must be brought inside as quickly as possible.
- 3.3 Those inside the academy should remain in their classrooms.
- 3.4 All external doors and, as necessary, windows must be locked and, depending on the circumstances, internal classroom doors may also need to be locked.

- 3.5 Once in lockdown mode, staff should notify the office immediately of any pupils/students not accounted for and instigate an immediate search for anyone missing.
- 3.6 Staff should encourage the pupils/students to keep calm.
- 3.7 As appropriate, the academy should establish communication with the Emergency Services as soon as possible.
- 3.8 The Headteacher should be notified using the Academy Emergency phone number/s:
- 3.9 If necessary, parents/carers should be notified as soon as it is practicable to do so via the academy's established communications system:
- Pupils/students will not be released to parents/carers during a lockdown.
 - If it is necessary to evacuate the building, the fire alarm will be sounded.
 - Staff should await further instructions.
- 3.10 It is essential that members of the senior leadership team, school administrators, teaching staff and non-teaching staff are all familiar with the school's lockdown procedures.
- 3.11 To achieve this, a lockdown drill should be undertaken at least once a year.
- 3.12 Depending on their age, pupils/students should also be aware of the plan. (Regular practices will increase their familiarity).
- 3.13 Parents/carers should also know that the academy has a lockdown plan, and a copy should be available to them.
- 3.14 It is good practice to:
- conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios;
 - rehearse lockdown arrangements with all staff and pupils/students;
 - display lockdown drill information in every classroom alongside information relating to fire drills.

4. Lockdown Arrangements

Partial Lockdown

Alert to staff: 'Partial lockdown'

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

- 4.2 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/students in the academy.
- 4.3 It may also be as a result of a warning being received regarding a dangerous person in the area.
- Immediate action:**
- 4.4 All outside activity must cease immediately: pupils/students and staff must return to building.
- 4.5 At break times, three short bursts of the warning bell will be sounded to alert duty staff to the danger:
- All staff, pupils/students and visitors must remain in the building and external doors and windows must be locked.
 - Free movement may be permitted within the building depending on circumstances: all situations are different.
- 4.6 Once all staff, pupils/students and visitors are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the WAT central team.
- 4.7 A senior member of staff will contact the Emergency Services, as appropriate.
- 4.8 In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution.
- 4.9 Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

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

Immediate action:

- 4.10 All pupils/students return to base (classroom).
- 4.11 Lock all external doors.
- 4.12 Lock all classroom doors, where possible (and where a member of staff with a key is present).
- 4.13 Lock all windows, draw all blinds, and ensure that all pupils sit quietly out of sight (e.g. under desk or around a corner).
- 4.14 Take the register - the office will contact each class in turn for an attendance report.
- 4.15 Staff and pupils/students will remain in lockdown until this has been lifted by a senior member of staff or the emergency services.
- 4.16 At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.

4.17 During the lockdown, staff will keep agreed lines of communication open but must not make unnecessary calls to the office, as this could delay more important communication.

4.18 Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system, they could access their account and await further instruction.
- In practical terms, staff would need to be familiar with accessing their account through a variety of means, e.g. laptop, smartphone or tablet.
- Designated staff have a Safeguarding tablet computer, which could be used, as directed by the Head teacher.
- 'Groupcall' texts – to communicate with parents – must be used only with the direct authority of the Head teacher (or their representative).

5. Communication between parents/carers and the academy

5.1 Academy lockdown procedures, especially arrangements for communicating with parents/carers, should be shared routinely with parents/carers either by newsletter or via the academy website.

5.2 In the event of an actual lockdown, any incident or development must be communicated to parents/carers as soon as is practicable, as directed by the Headteacher.

5.3 Parents/carers will be concerned, but regular communication of accurate information will help to alleviate undue anxiety.

5.4 Parents/carers should be given enough information about what will happen so that they;

- are reassured that the academy understands their concern for their child's welfare and that it is doing everything possible to ensure his/her safety;
- must not contact the academy (calling the academy could tie up telephone lines that are needed for contacting emergency providers);
- must not come to the academy (they could interfere with emergency provider's access to the academy and may even put themselves and others in danger);
- must wait for the academy to contact them about when it is safe for them to come and get their child/ren, and where this will be from.

5.5 The communication with parents/carers needs to reassure them that the academy understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

5.6 The academy will send parents/carers a message, starting with the words: *"The academy is in a full lockdown situation. During this period there will be no one covering the switchboard. The entrances and external doors will be*

locked, and nobody will be allowed in or out.” (The emergency services will advise on the rest of the message/s).

6. Emergency Services

- 6.1 It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds.
- 6.2 The academy site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the Lockdown.
- 6.3 Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents/carers.
- 6.4 In the event of a prolonged Lockdown or more severe scenario, Local Councils have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside the cordoned area.
- 6.5 Research evidence suggests that panic and anxiety are far less likely where those associated with an incident are fully informed of the facts.