



# iCollege

Alternative Education West Berkshire

## School Lockdown Guidance

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*This guidance has been written in conjunction with the Critical Incident Plan*

The guidance sets out the importance of having a policy and plan in place so iCollege can manage and respond to security related incidents.

School staff should know what to do to protect themselves and pupils from harm, safeguard the school and be able to determine when it is appropriate to contact the police/emergency services

### The Law

The basis of British health and safety law is the Health and Safety at Work etc Act 1974 (HASAWA), and the regulator in schools is the Health and Safety Executive (HSE). The HASAWA sets out the general duties employers, including employers of school staff, must follow to ensure the health and safety of both their employees and others on school premises.

The law requires employers to take a common sense and proportionate approach to identify, assess and keep under review health and safety related risks and take steps to eliminate or reduce those risks. This includes security risks, such as attacks on staff and pupils.

The Management of Health and Safety at Work Regulations 1999 set out what employers are required to do to manage health and safety on a day to day basis. The HSE has also published Employer's responsibilities: Workers'

health and safety and guidance on managing risks in the education sector Education: health and safety in schools, further and higher education.

## Lockdown Procedures:

These procedures are designed to protect the school in a variety of scenarios, and further guidance and training is available from WBC, H&S Advisors.

The lockdown procedure should seek to minimise disruption to the setting and hold the safety of people in the highest regard

## What is a lockdown?

This is the ability to quickly restrict access and egress to a site or a building through physical measures in response to a threat.

The National Counter Terrorism Security Office (NaCTSO) says the aim is to prevent people moving into danger areas and prevent or frustrate the attackers accessing a site.

They state: "Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives."

Lockdown procedures are normally based on NaCTSO guidance which covers threats like dangerous intruders, dangerous animals and chemical or environmental incidents.

The advice changes for terrorist incidents, where the **Run, Hide and Tell** principles are used instead.

## What happens?

- Staff will be alerted to the activation of the plan via activation of alarm.
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety on or off site.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via telephone (mobiles to be used if an internal line not available) and instigate an immediate search for anyone missing if safe to do so.
- Staff should encourage the pupils to keep calm.

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- As appropriate, communication with the Emergency Services will be established and West Berkshire Council notified.
- Parents will be notified as soon as it is practicable to do so via text message/ phone call.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building via the nearest exit and assemble at the Assembly Point.

## Partial Lockdown

- Alert to staff: "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.

### Immediate action:

- All outside activity to cease immediately, pupil and staff to return to the building. (Staff will be alerted via internal alarm and verbal communication.)
- All staff and pupils remain in the building and external doors and windows locked.
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
- "Partial lockdown" is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
- 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:

- All pupils to return to classroom
- External doors locked. Classroom doors locked and blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight under desks.

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- Register taken/head count- the office will contact each class in turn for an attendance report via telephone or mobile phone.
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.
- At any point during the lockdown, the fire alarm may sound, a verbal message via telephone/mobile will give the instruction to evacuate the building.
- During lockdown, staff will keep agreed lines of communication open, via telephone and e-mail, but will not make unnecessary calls to the central office as this could delay more important communication.

## Personal Emergency Evacuation Plans (PEEPs) During Lockdown

### Purpose

iCollege recognises its responsibility to ensure that all pupils, staff, and visitors who may require additional support during a lockdown/emergency are appropriately planned for. Personal Emergency Evacuation Plans (PEEPs) will be adapted to consider individual needs during a lockdown scenario to ensure safety, dignity, and effective communication.

### Identification of Individuals

PEEPs will be developed for:

- Pupils with physical disabilities, sensory impairments, or mobility difficulties.
- Individuals with medical conditions that may affect their response in a lockdown.
- Individuals with cognitive, communication, or emotional needs that may require personalised strategies.
- Pregnant staff or pupils where additional considerations may be necessary.
- Visitors who require assistance, supported via a Temporary PEEP where appropriate.

These needs are identified through the school's SEND processes, health and safety assessments, pastoral systems, and ongoing communication with families and staff.

### PEEP Content for Lockdown Situations

Each PEEP will outline:

- **Safe location:** The most suitable lockdown location for the individual, considering mobility, sensory needs, or behavioural factors.
- **Staff responsibilities:** Identified adults responsible for supporting the individual, including cover arrangements.
- **Communication methods:** How instructions will be communicated (e.g., visual prompts, simplified language, assistive technology).
- **Movement during lockdown:** Whether the individual can safely reach the lockdown location independently or requires guided support.
- **Medical considerations:** Access to medication, or other health-related items the individual may need during an extended lockdown.

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- **Calming or regulation strategies:** For those who may become distressed or dysregulated during confined, quiet, or unfamiliar situations.
- **Specialist equipment:** Any equipment required to ensure comfort or safety.

### Implementation

Staff named in each PEEP will receive training and clear instructions on their roles in a lockdown scenario. Lockdown drills will incorporate PEEP requirements where appropriate, ensuring individuals and staff become familiar with procedures.

### Review

PEEPs will be reviewed:

- Annually, as part of the wider Lockdown Policy review.
- After any significant change in need, timetable, or staffing.
- After any lockdown drill or incident in which the PEEP was used.

Parents and carers will be consulted for pupil PEEP updates to ensure accuracy and consistency of support.

### Confidentiality

All PEEP's are stored securely in line with data protection requirements. Relevant staff will have access to essential information only.

## Communication between parents and the school

Advice re procedures is given in the school Newsletter and is available on the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

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

- Are reassured that the school understand 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 school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

### Parents will be told

"...the school 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..."

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## 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. The school site 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 decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, West Berkshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

<b>Signal for lockdown:</b>	Communication by lockdown Alarm sounder/ radio
<b>Signal for all-clear:</b>	Verbally from designated person via class telephones or in person
<b>Rooms most suitable for lockdown</b>	All classes to remain in their own classrooms
<b>Secure all Entrance points by locking or barricading</b>	External Doors, Fire Doors, Internal doors, All windows
<b>Communication arrangements</b>	Classroom telephones, staff mobiles, verbally from designated person
<b>Initial response checklist - lockdown (e.g. in response to an intruder in the school grounds)</b>	Tick/ sign/ time
Ensure all students are inside the school building. Students to take cover under their desks, where possible.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
Unit Administrator/ LT will Dial 999. Dial once for each emergency service that you require.	
Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>• Block access points (e.g. move furniture to obstruct doorways)</li> <li>• Sit on the floor, under tables or against a wall.</li> <li>• Keep out of site.</li> <li>• Draw curtains/blinds</li> <li>• Turn off lights</li> <li>• Stay away from windows and doors</li> </ul> All adults are responsible for their own class.	
Ensure that students, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building.	
If possible, check for missing / injured students, staff and visitors.	
Remain inside until an all-clear has been given or unless told to evacuate by the emergency services.	

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<b>Head Teacher:</b> Jacqueline Davies	<b>Sign:</b>	<b>Chair of Governing Body:</b> Tim Pritchard	<b>Sign:</b>
<b>Date</b>		<b>Date:</b>	

<b>Change Record</b>				
<b>Version Number</b>	<b>Date Approved</b>	<b>Management Committee Minute Reference</b>	<b>Description of Amendments</b>	<b>Review Date</b>
1	03.12.24	MC	Reviewed in full admin/formatting changes only.	Nov 24
1.1	09.12.25	MC	Admin changes only	Nov 25
1.2	28.04.26	MC	Added PEEPs following advice from LA-FM	Feb 26

### **Keeping Children Safe in Education**

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children’s mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

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