

## Full lockdown procedure: Springview Campus

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	<u>Matthew Bloodworth-Flatt</u>	<u>07464493105</u>
Deputy incident control officer	<u>Claire Moore</u>	<u>07837 745682</u>
Communications officer	<u>Karen King</u>	<u>01775 725566</u>

Signals	
Full lockdown signal	<u>Code Black</u>
All-clear signal	<u>Code Green</u>
Evacuation signal	<u>Continuous ring of the school bell</u> <u>Code Black Evacuate – over internal radio system.</u>

Other arrangements		
Safe areas	Classrooms Assembly hall Offices	
Outdoor safe area	Sensory Garden	
Evacuation point	Sensory Garden	
Pre-arranged alternative place of safety if required to leave the site	Venue name	TAS Waterside Campus / St Paul's School
	Venue type	School
	Point of contact	<u>Headteacher / Deputy Headteacher</u>
	Contact number	<u>01775 725566 / 01775 723366</u>

Useful information about the alternative place of safety	<p>Tulip Academy Spalding: Waterside Campus is a separate campus within our school. The campus would have resource and space to accommodate the needs of TAS: Springview Campus learners.</p> <p>Dependent on the incident St Paul's may be used as an alternative place of safety.</p> <p>(Tulip Academy Spalding: Waterside Campus will be the alternative safety route if there is a bomb threat on the school grounds).</p>
Communication arrangements	<p>Internal radio system – yellow emergency radio handset</p> <p>Mobile phones / telephones</p> <p>Instant email</p>

Wherever possible, use silent communications and keep noise to a minimum, especially if there are any intruders close by. Make sure any communication devices are secure and cannot be intercepted, e.g. turning devices off when not in use.

Initial implementation
The school is made aware via the agreed communication arrangements of the incident that requires the full lockdown procedure to be implemented.
The <b>headteacher</b> makes the decision to implement the full lockdown procedure.
A full lockdown signal is given.
Staff use <b>a public address system</b> or <b>an internal messaging system</b> to ensure all staff members are aware of the incident that has occurred and the type of lockdown procedure to be implemented, and that the lockdown is not a practice.
The <b>site manager</b> is contacted to ensure they are aware of the implementation of the full lockdown.
The <b>headteacher</b> contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Immediate action
All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building, unless it is unsafe to do so, and staff ensure all doors are securely locked.
The ventilation systems are turned off to prevent the spread of contaminants, e.g. sarin.
Staff, pupils and visitors that remain outside during the lockdown hide in the designated outdoor safe area until the emergency services arrive. (Sensory Garden).
Staff escort pupils and visitors to the nearest safe area.
The <b>headteacher</b> and <b>site manager</b> check outdoor areas and ensure all pupils, staff and visitors are inside the school building.

When everyone is inside, all external doors and windows are locked, and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the **headteacher** or emergency services.

The **headteacher** and **site manager** check all external doors and windows are locked.

All internal doors to safe areas are locked and any windows on doors are covered.

Access points to safe areas are blocked off by moving furniture to obstruct doorways.

Lights in all safe areas are turned off.

**Classroom teachers** or **senior leaders** conduct a register or headcount. Staff notify the **office/headteacher** if any pupils, members of staff or visitors are not accounted for via **two-way radio**, **internal phone** or **mobile phone**, and an immediate search is instigated by the **headteacher**, where appropriate and safe to do so.

Verbal communication via two-way radios or mobile phones is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.

Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight, e.g. under a desk.

All staff, pupils and visitors remain in their safe area unless otherwise stated by the **headteacher** or emergency services.

All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to a safe area.

If possible, the **headteacher** will check for missing or injured pupils, staff or visitors.

Pupils and visitors are kept calm during the lockdown.

No pupil is released to their parents during the lockdown.

The **office staff** answer telephone calls from parents and inform them that pupils will not be released while the lockdown is in place. Alternatively, an automated answer machine message informs callers that a full lockdown procedure is in place.

The **headteacher** keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.

The **headteacher** sounds the evacuation signal if it is necessary to evacuate the building. The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.

#### Further action after the lockdown

Parents are informed of the incident via a **letter**.

The **SLT** reviews the full lockdown procedure for its effectiveness and make changes as necessary.

**Review Schedule**

Lockdown procedure implemented – December 2021.

August 2022 – Garth School changed to Tulip Academy Spalding: Springview Campus

August 2023 – Changed 'Claire Redford' to 'Karen King'

--