

North East Futures UTC





Lockdown Policy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

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| Reviewed by: | Principal and Trustees |
| Frequency of policy review: | Triennially |
| Lead Sub Committee for discussion: | Educational Standards |
| Last Reviewed: | June 2018 |
| By Dan Sydes |  |
| Ratified by Local Board of Governors on: | 2 nd August 2018 |
| By Michael Whitaker |  |
| Next Review Date: | May 2021 |

Although it is important to be prepared and have Lockdown procedures in place, it is vital that the children's welfare is considered throughout. The procedure needs to consider which members of staff need to be informed, depending on the type of occurrence to ensure that key staff are informed without unnecessarily alarming students or other staff.

Alarming/concerning students when unnecessary may cause them to become scared and develop a fear of going to school.

Communication is a key aspect in these situations so make sure that all emergency numbers are close to hand (preferably inputted into mobile phones already). Note that any mobile phones containing staff personal contact details should be password protected to protect data in accordance with GDPR requirements.

The Administration Team will likely be the first to hear about an emergency, though pupils may be sharing on social media before management know, which may raise other concerns.

Areas to think about:

- Bomb threats
- Search planning
- Evacuation/invacuation planning
- Guidance for firearms and weapon attacks
- Staff awareness and security culture
- Preparedness
- Physical security
- Mail handling
- Hostage situations

ALWAYS:

- Reassure staff, students and parents
- Review and implement proportionate protect and prepare security planning

Partial Lockdown

This is a precautionary measure but puts the NE Futures UTC in a state of readiness (whilst retaining a degree of normality), should the situation escalate.

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 NE Futures UTC .

- A threat received
- A warning being received regarding the risk of air pollution
 - o In the event of air pollution, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Immediate Action:

- Contact the Emergency Services if necessary
- All outside activity to cease immediately, pupils and staff return to building.
 - o Method of communication needs to be arranged so staff members can be alerted during break times.
- All staff and pupils to remain in the building with external doors and windows locked.
- Depending on circumstances, free movement within the building may be permitted

Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which should then be communicated to staff and pupils.

Full Lockdown

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

The fire alarm has a lockdown tone – intermittent pulse tone (Fire alarm is continuous tone)

Immediate action:

- Contact the Emergency Services if necessary
- All pupils return to base (tutor room)
- External doors are locked, classroom doors locked by the teacher or member of staff in the room (where a member of staff with a key is present), windows locked, blinds/curtains drawn, pupils sit quietly out of sight (e.g. under desk or around a corner) somewhere not visible to external people.
- Register taken – the office will contact each class in turn for an attendance report.

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 which is a cue to evacuate the building - although staff should be mindful that the fire alarm may have been activated by the intruder.

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

Lockdown Drill

The UTC needs to run Lockdown drills regularly with all staff and students to ensure all are familiar with the process. Staff and Students should be briefed of the lockdown drill in advance and feedback should be given after the drill.

The UTC should also implement Scenario Testing for staff as part of the overall INSET programme

Bomb Threat

Upon receiving a message that a bomb has been planted in NE Futures UTC:

Immediate Action:

- Ask questions such as: where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in the background
- Notify the Principal/most senior member of staff
- Principal/most senior member of staff orders evacuation of all persons inside the building(s)
- Principal/most senior member of staff notifies police (call 999)

Evacuation Procedures:

- Principal/most senior member of staff warns students and staff (do not mention "Bomb Threat". Use standard fire drill procedures:
 - o Students and staff must be evacuated to a safe distance outside of school building(s)
 - o Teachers take register after being evacuated
- No one may re-enter the building(s) until the entire building(s) is declared safe by fire or police service
- Principal/most senior member of staff notifies students and staff of termination of emergency.

Where examinations are taking place (advice from [JCQ – Joint Council for Qualifications](#)):

- Immediate Action:
 - o Evacuate the examination room in line with the instructions given by the appropriate authority
 - o Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
 - o Make a note of the time of the interruption and how long it lasted
 - o Make a full report of the incident and of the action taken, and send to the relevant awarding body

It is recommended that schools check on the relevant awarding board websites for any further/updated recommendations.

Further Information

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – ‘Run, Hide, Tell’](#) and [Emergency Planning and Response](#).