



ASPIRATIONS

Lockdown Procedure

Oak Hill Academy West London

Version control	
July 2022	Reviewed, RCEO added to checklist

Date of next review:	July 2025	Owner:	Trust Safeguarding Lead
Type of policy:	Outline template	Approval level:	Executive Operational Board

Lockdown will apply in the following circumstances:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community
- An intruder on the school site with the potential to pose a risk to pupils, staff and visitors
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud)
- A major fire near the school
- The proximity of a dangerous dog roaming loose

The following members of staff will lead the lockdown:

Executive Principal: Aine Linney

Associate Principal: Laura Taylor

In the case of either of these not being on site:

Rebecca Thomson

Kevin Graham

Honesty Darkes

Megan Cronin

Lockdown Plan for Oak Hill Academy West London	
Staff responsibilities	
Executive / Associate Principal	<ul style="list-style-type: none"> • Make contact with emergency services • Inform LA and Aspirations RCEO • Inform any providers sharing your site • Collect Grab Bag and First Aid Kit
Other staff members	<ul style="list-style-type: none"> • Senior Assistant Principal – manage communications to/with parents (office staff to assist) • Teachers and support staff - stay with pupils • SBM / Site manager - ensure all access points are secured
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm • Google Hangouts • Word of mouth – if safe to do so
All clear signal	<ul style="list-style-type: none"> • Air Horn / Megaphone • Google Hangouts • Word of mouth <i>from SLT</i>
Evacuation signal	<ul style="list-style-type: none"> • Lockdown Alarm

Lockdown	
Assembly points	<p>During a Lockdown all staff are to remain with their class and remain within their classrooms. If a class is not in their classroom they remain within the room they are in. If outside, staff are to make their way over to Feltham Hill Infant School for safety unless they are safe to re-enter the building. All staff working within an office are to remain there.</p>
Entrance and exit points	<p>During a Lockdown, the SBM, Site Manager/Assistant Caretaker will secure all entrance and exit points where safe to do so.</p> <p>Staff must secure their classroom/office doors and windows.</p> <p>The Office staff will secure the front of the school.</p>
Bringing pupils inside	<p>If the reason for the Lockdown is due to an out of the building issue, children and staff who are outside will be instructed to enter the building and to return to their classrooms where they will remain until further instructions are issued. SLT will ensure a signal is sent to alert those outside and will keep a log of the class and staff members outside.</p> <p>If the reason for the Lockdown is due to an issue within the building, children and staff will be alerted by SLT to assemble on the field as if it was a fire drill. If there is immediate risk to life, an SLT or SLMT member (not the Principal, SAP or SBM) will escort all children and staff to Feltham Hill Infant School for safety. Contact will be made with FHI to ascertain which children and staff are at FHI.</p>
Steps to increase protection from danger	<p>During a Lockdown, staff are to remain with their class at all times and carry out the following:</p> <ul style="list-style-type: none"> • A headcount of all children and ascertain which children are missing • All children must position themselves under their desks and remain out of sight • The classroom door must be locked and a table placed in front • All windows must be closed and blinds pulled down • All lights and computer screens must be turned off • Rooms with a landline phone – ensure that the ringer is turned to silent • The staff member must ensure they have their mobile phone with them and ensure it is on silent with their screen brightness turned down as low as they can

	<ul style="list-style-type: none"> Using Google hangouts, staff must message the Office informing them of which children they have missing
Internal communication	Communications will be made to staff via Google Hangouts on staff members' mobile phones.
Communication with parents	<p>Communications will be made to parents via Arbor, email, Instagram and Facebook. Designated staff members can access these channels via their mobile phones to ensure their own safety whilst communicating with parents. This is also important if the building is evacuated in an emergency.</p> <p>Parents will be informed to not call the school main number and to await communications from us. They will also be informed that they cannot come to school to collect their child until we inform them that it is safe to do so.</p>
Additional notes	<p>Special considerations need to be made for anyone with a disability. Any LSA working with a child will be given training on what to do in the event of a Lockdown.</p> <p>Considerations also need to be made for any member of staff who would be unable to hide under a table if needed. The SBM and any staff members have spoken about such events and have agreed a plan of hiding in the nearest cupboard or if needed they would be able to get down onto the floor but might need assistance upon getting up.</p> <p>A Lockdown will be managed during school hours and out of hours. Children will remain within school if it unsafe to leave. The Principal, SAP and SBM will seek help via the emergency services if food or water are needed.</p>

During the event of an evacuation, Oak Hill Academy will evacuate to the "Bull Field" on the Chertsey Road or St Lawrence's Catholic Primary School depending on the need for evacuation. Devices can be accessed outside of the building so communications can be made to parents. The attendance officer will ensure registers are taken so that we can carry out headcounts of all children. The evac report is also produced from InVentry.

Once the building has been evacuated, the site manager / assistant site manager/ SLT will ensure the building is clear and nobody is left behind.

Lockdown (Drill) Checklist

(Date of Drill _____)

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Contact RCEO, LA, parents			
Ensure staff take action to increase protection from danger			
Make sure pupils and staff are aware of exit points			
If safe to do so, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate by SLT			