



## **Will Adams Academy**

### **Lockdown Policy**

This policy should be read in conjunction with the school's policies listed-

Data Protection Policy, Charging & Remissions Policy, ICT Acceptable Use Policy for Students, Complaints Policy, Health & Safety Policy & CCTV Policy.

School Name:	Will Adams Academy
Date Created:	January 2022
Next Review Date:	December 2023
Review Period:	Annually

## **Statement of Intent**

Will Adams Academy is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The school recognises that security risks do not only take a physical form and electronic control measures will also be used to effectively protect members of the school community.

The aim of this policy is to inform staff, students, parents/ carers and visitors to the school of the security arrangements and controls in place, and encourage them to help ensure that these are implemented effectively.

This policy and the associated procedures apply to all individuals entering the school site.

## **Roles & Responsibilities**

*The Headteacher is responsible for:*

- ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training;
- establishing a system to inform parents, visitors and contractors of the school's security procedures;
- establishing a system for reporting, recording and managing breaches of this policy;
- budgeting for security measures effectively;
- nominating specific staff members with designated security roles and ensuring that they receive appropriate, necessary training;
- ensuring that security is a priority when considering any proposed changes to the school site;
- undertaking necessary security risk assessments in conjunction with relevant staff;
- ensuring that appropriate arrangements are in place for the storage and regular banking of money if any should be used in school;
- reporting any crimes to the police.

*All staff are responsible for:*

- securing windows and doors when rooms are not in use;
- ensuring that visitors sign in and out at main reception;
- challenging any unidentified and/or unaccompanied individuals;
- ensuring the security of school equipment when taken off the school site, such as laptops and cameras.

- accessing the school site in accordance with the school's [Health & Safety Policy](#), section C.2.8
- acting in accordance with the school's [Data Protection Policy](#), to ensure that data and information is as secure as possible;
- reporting any security concerns to the Headteacher;
- their own property when brought onto the school site, as per the school's [Charging & Remissions Policy](#).

*The School Business Manager is responsible for:*

- maintaining the safe operation of physical security systems, which include
  - school fencing;
  - school entrances & exits;
- carrying out regular security checks and addressing any concerns reported by the staff;
- raising any security concerns with the Headteacher immediately they become known.

*Visitors on the school site are responsible for:*

- reporting any individual without an ID badge to a member of staff with their last known location;
- reporting any activity which they believe to be suspicious or a concern to a member of staff immediately.

### **Physical Security Arrangements**

- The caretaker will undertake regular visual checks of the school fencing, gates and locks, ensuring that they are maintained to a high standard.
- An intercom system is used to minimise the risk of unauthorised people from entering the school site through the school's secure gates at both entrances.
- Staff are provided with parking spaces to the side of the Victory and Apollo buildings. The school does not accept liability for these vehicles or their contents and are parked there at owners' risk as per the school's [Charging & Remissions Policy](#).
- The school security alarms are checked bi-annually.
- The site team ensure that the security alarms in the Victory and Apollo buildings are set nightly.
- Confidential information is locked away.
- Where possible, CCTV cameras are used across the school site and are monitored by the individuals identified in the school's [CCTV Policy](#).
- All visitors will be escorted to and from their destination on the school site by a staff member.
- The caretaker is responsible for reporting any issues with the school's outside lights to the School Business Manager.

## **Access to the school site**

Visitors are asked to follow the procedure outline below:

- Upon arrival at the school, visitors will be directed to main reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of staff.
- All visitors are made aware of, and are expected to act in accordance with, the school's safety and evacuation procedures.
- All visitors and contractors will be provided with a school ID badge, which must be visible at all times and returned to the office before leaving the site.

## **Removing individuals from the school site**

Individuals will be removed from the school site in the following circumstances:

- In the event of abuse or threats to members of the school community, the school holds the right to ban an individual from entering the school site.
- Where an individual has accessed the premises in a way that exceeds their "implied licence", the school has the right to remove them from the site- this includes any individual causing a nuisance or disturbance.
- Unidentified individuals who refuse to report to the school office, become aggressive, or are deemed to be a threat to the safety of pupils will be escorted from the school site and, when the Headteacher deems necessary, the police will be contacted.
- Letters and documentation concerning barring an individual from the school site will be signed by the Headteacher, following discussion with the Chair of the Management Committee.
- Following formal representations being made by the individual(s) involved, the bar will either be confirmed or removed.
- In the event that a crime is committed on the school site, the school has the right to remove any individual they suspect of being involved and will contact the police.

## **Emergency Procedures**

The school has 3 emergency procedures-

- Emergency evacuation: the school has a fire alarm for emergency evacuation in the event of, for example, a fire, a bomb threat or gas leak. In the event of a fire alarm all personnel should evacuate the school buildings as per the evacuation notices around the school. Should individuals have to evacuate

the school site staff will be informed via radio. Once assembled the senior leader in charge will take a register based on the record of individuals on site from Inventory.

- Sheltering in the building procedure: On hearing the word “shelter” on radio staff must enact this procedure and ensure radio silence. Staff are to ensure their students are kept secure in the classroom and secure all windows and doors immediately and pull down blinds. If students are on the playground they should be directed to the DT block. Students must sit on the floor, under desks, away from windows and doors and remain quiet. Staff must email the School Business Manager their location and names of individuals in their room as soon as possible. The School Business Manager will then ensure all individuals are accounted for and alert the Headteacher to anyone unaccounted for. As soon as the sheltering procedure is enacted the Headteacher will contact emergency services for assistance and alert the Chair of the Management Committee as to the emergency situation.
- Run, Hide, Tell procedure- In this instance staff will direct their students to run to safety or hide as per sheltering procedure outline above. Staff will instigate run, hide, tell in the event of:
  1. An intruder entering the room with a weapon;
  2. Being off the school site and being directed by the emergency services to run and hide.

**If staff instigate run, tell, hide they must alert the staff team via radio and await further instructions from Headteacher.**

- Instinctively telling pupils to run and hide is very challenging for staff because their instinct is to gather and collect their students. However, risk assessments have shown that at key times the safest procedure for all individuals, when there is danger to life, is for them to run and hide. Emergency services will find them later.

The school practises its emergency procedures termly. However, run, hide, tell is not practised due to the distress it could cause the students. They are taught about the procedure and are aware of what to do should they be directed to run, hide, tell by staff.

Staff members are aware of when it is appropriate to implement the procedures, which are outlined above.

The Headteacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures.

In the event that the emergency procedures are enacted the School Business Manager is responsible for ensuring that these are properly recorded.

### **Protecting Students from Inappropriate Materials and/or Individuals**

- The school is part of the Medway Grid for Learning and as such has a secure firewall on our internet systems and network. This prevents access to inappropriate materials by our students on the school site. However, no system is completely impenetrable and as such students are taught to use the internet safely through the school's curriculum. Further information can be found in the school's [ICT Acceptable Use Policy](#) for students.
- The school has robust safeguarding systems in place and further detail can be found in the [Whole School Safeguarding Policy](#). Visitors to the school site are issued with an ID badge on registering at the main reception.

### **Educational Visits**

The following systems are in place for any off-site educational visits:

- a Risk Assessment will be produced by the trip organiser and signed off by the Headteacher and School Business Manager prior to the visit;
- staff will consistently headcount students to ensure all students are present;
- staff will ensure that they have the school mobile and emergency contact information for all individuals on the trip before leaving school;
- if using school vehicles students to sit in assigned seats;
- all trips will be recorded on Evolve, the school's trip management system,
- should an emergency occur during an educational visit staff will follow the direction of the site employees and emergency services.
- educational visits will not occur to locations where the terrorist threat level is at critical.

Complaints about the school's security measures will be dealt with in line with the school's [Complaints Policy](#).