



REDHILL HIGH SCHOOL
- CLYNDERWEN -

Lockdown Policy

Reviewed: 10/7/2024

Changes made:

Page	Change	Reason	Made by	Reviewed by
2	Lockdown signal changed from 'Waldo' to 'Code Red'	Easier to understand	AM	PL

Next review: 10/7/2025

1. Statement of Purpose

Our aim is to provide a safe and secure environment for our students, and to fulfil our remit in terms of traditional Child Protection responsibilities.

However, the school recognises that a Lockdown Policy is required to meet circumstances such as the following:

- This procedure is to be used in the case of an emergency requiring all students to be **inside** the School buildings, for example in any of the following cases:
- The close proximity of a dangerous dog or wild animal roaming loose (in the case of schools near zoo's and/or livestock establishments).
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the School).
- An intruder on the School site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological, or radiological contaminants, or a major fire in the vicinity of the School.
- The police have informed us we should use our lockdown procedure.

2. Scope

The Policy applies to all students and all staff without exception. In this definition 'staff' includes all staff and volunteers working at Redhill High School, as well as all occasional workers, volunteers, contractors, and directors.

3. Key procedural steps

(A) LOCKDOWN SIGNAL:

The word 'Code Red' is spoken via the intercom by a member of SLT or Office Administrator.

On this signal, the following actions should be taken:

(i) CLASSROOM STAFF

- If you are outside with your class (such as a P.E. lesson), return to the nearest part of the main building via the nearest door, locking it or

blocking the door behind the last person if you can see no other students or staff in the area behind you.

- If you are inside, remain in your classroom in an orderly manner, locking or blocking all outside doors (unless you can see students or staff coming towards the building).
- Staff and students in the toilets and in the corridors should move to the nearest classroom (unless a disturbance is heard in which case it may be safer to stay put e.g. in the toilets).
- In each case, when locking/blocking a door (tables), do not lock out any staff or students you can see in the area coming towards you but remain by the door to lock/block it once everyone is in.
- Close all the windows and blinds, leaving the door blind/covering until last.
- Seat the students away from the windows and doors in a 'safe corner' and under the tables.
- Turn off the projector/interactive whiteboard & classroom lights, as well as any practical equipment that is in use (such as students PC's, cookers, Bunsen burners, etc)

Optional Discreet Communication

- If it is safe to do so, and you have it with you, retrieve your mobile phone & set to silent.
- If it is safe to do so, switch on a PC and log in to your staff email account.
- Once the Lockdown has been activated, communication may be possible via intercom, staff e-mail and could be accessed via the computer or mobile phone.

(ii) HEADMASTER & SENIOR LEADERSHIP TEAM

Headmaster and / or Deputy Head to take control of the response (Lockdown Manager). Office Administrator to take control if the Headmaster or Deputy Head is not available. They call 999 to report the incident / external doors to be locked if possible.

Staff to remain in classrooms/offices (i.e. do not attempt to co-locate unless safe to do so), but, if safe, make contact with the Headmaster/leadership group using phone and/or email.

(iii) SATELLITE BUILDINGS (within the School site, such as the D1-3)

Follow the procedures above, remaining in D1-3. Do not attempt to come to the Main School Building.

(iv) MORNING/BREAK/LUNCHTIME PROCEDURE

- Staff should direct students to the nearest classroom or school hall/canteen. Students will also be made aware that this is the procedure during training.
- If outside, staff should direct students to go inside by the nearest door.
- A member of staff should remain by each of the external doors until all students and staff are inside, after which they should lock it and go to the nearest classroom or school hall.

(v) FIRE ALARM PROCEDURE

- **If the fire alarm is activated whilst the school is in Lockdown**, and if there does not appear to be any immediate danger from smoke or flames, staff should make reasonable attempts to confirm the instruction to evacuate by accessing a confirmation email, and/or Emergency Services instructions on site.
- Staff should be aware that they may have to respond dynamically to the situation as it arises.

(vi) ALL CLEAR

- The Lockdown Manager (usually the Headmaster or a member of the Leadership Team) will ascertain when the situation is safe and will instruct an 'all clear' email alert to be sent. If staff have not been able to access email, members of the Leadership Team will also confirm the 'all clear' by walking around School – **if in doubt, remain in Lockdown**.
- **ALL CLEAR SIGNAL: Lockdown Alarm stops AND positive confirmation by email and/or members of the Leadership Team walking around School.**
- After the All Clear, further instructions will be provided on actions for the remainder of the day.

4. LOCKDOWN PROCEDURES: INFORMATION FOR PARENTS/CARERS

The following information may be placed on the School Website.

LOCKDOWN PROCEDURES

A Lockdown Procedure is in place at Redhill High School.

The Lockdown Procedure is practised routinely and at least annually. We generally aim to alert staff and students in advance of a lockdown drill, but this may not always be possible.

In the event of an actual lockdown situation parents & carers:

- Should BE ASSURED that the School understands their concern for their child's welfare and is doing everything possible to ensure student and staff safety.
- Do NOT contact the School.
- Do NOT come to the School.
- Should WAIT for the School to contact them about when it is safe to collect their child, and where this will be from. Students will not be allowed to leave during a lockdown.

Parents & carers are requested to ensure that the School always has up-to-date contact information by telephone, text, and email.

5. Reviewing the policy

The Headmaster and Link Director Peter Lovegrove will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard children.