



NEWTON  
COLLEGE

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PART OF  ISP SCHOOLS

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## Lockdown Policy

2022-2023

Reviewed by: Sarah Moran

Next update: August 2023

## Intent

Newton College is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

## Scope

This policy applies to employees, volunteers, parents, carers, students and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

## Guidelines

The Newton College Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it difficult for students, staff and visitors to be outside. Copies of this policy will be disseminated via the school and staff handbooks and via notices in the school offices, library and other appropriate areas around the school.

The Health and Safety Coordinator, or another member of school staff designated by the Director, will schedule at least one practice lockdown drill per term and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Stage Coordinators will remind students of the lockdown procedure during the first Key Stage assembly each term.

## Procedures

In the event of an emergency, the Director or a designated person in his absence, will make the decision, in consultation with police when deemed necessary, with regard to whether the campus needs to be locked down.

### Lockdown procedures

1. In the event of a building lockdown, the lockdown alarm will be activated by the site supervisor on duty. Here is a sample of the lockdown alarm which is described as an INTERMITTENT alarm sound... Here is a sample of the alarms...  
[LOCKDOWN ALARM](#) (intermittent sound)  
[EVACUATION ALARM](#) (constant sound - for comparison only)
2. It is mandatory that all students and adults remain in the building/classroom/office they are in at the time. Students and adults who are in the hallway or outside are to move into the closest occupied classroom.
3. Staff members who are not teaching at the start of lockdown should go to the nearest classroom.
4. Staff working in office areas should remain in the office with the door closed and locked where possible. Staff working alone in an office should move swiftly to another room with other people.
5. The kitchen and main dining hall staff will move to the Cookery Room, where they will lock all the doors and close the windows and blinds. Dining hall staff in Early Years will move into the closest occupied classroom.

6. Staff should quickly check the area outside their classroom for students and direct them into the nearest classroom as well as visitors not matching the intruder description, if known.
7. If the lockdown alarm sounds during break time or lunchtime, students and staff should make their way to the closest classroom immediately.
8. Windows and blinds should be closed in the classroom/office and the door locked, if possible. If you have an adjoining classroom next door you must also lock that classroom.
9. Students and staff should be positioned against the door wall in the most non-visible corner, or in a walk-in cupboard.
10. Students are not allowed to use any phones or electronic devices.
11. Students and adults are to remain quiet at all times.
12. Where practicable, all staff should contact the School Reception Office (using this email [info@audenewtoncollege.com](mailto:info@audenewtoncollege.com) ) by email with the subject named as the classroom name (e.g. Reception Bees, HCA PB A4) and stating either **all present** or **the names of students who are missing**. They should also include the names of additional
13. persons who have joined the class as part of the procedure.
14. Students and adults should remain in this position until "all clear" is announced by a member of the Senior Leadership Team, this may be in person or via an all staff email.
15. If the lockdown occurs whilst school buses are on site, bus monitors must ensure that nearby students and staff are brought onboard and that the bus doors are closed and, where possible, locked. Students should be moved out of clear sight and a list of students missing (or present, whichever is shortest) should be emailed to [a.pascual@audenewtoncollege.com](mailto:a.pascual@audenewtoncollege.com) with the bus route number in the subject heading.
16. Parents should be contacted about the time and place to pick up their child, if appropriate (see below) using the school's email system.

### For Parents

Information about the school's lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open.

Parents should not expect their child to call them, nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

### Intruder Procedures

From time-to-time, staff may be confronted by an intruder in the school grounds, or if you see someone who may be an intruder please ensure another member of staff is keeping a watch over them and report to the site supervisor (Carlos Albentosa) and Headteacher (Alan Taylor) immediately.

## SLT will:

1. When confronting an intruder, take another staff member with you.
2. Determine who will initiate contact with the intruder and who will be the back-up person. If possible, include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
3. Use of non-verbal gestures and using just one hand will be used to communicate. NOTE. Fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
4. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
5. If the intruder refuses to cooperate, do not escalate the situation. Leave, call the police and report the situation to the site supervisor (Carlos Albentosa) and Headteacher (Alan Taylor) immediately.
6. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
  - a) Back away slowly and leave the area
  - b) Both of your hands should be up with your palms facing the intruder while slowly backing.
7. As soon as it is safe to do so, report the situation to the Headteacher (Alan Taylor).