

STRANRAER ACADEMY

LOCKDOWN PROCEDURES



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NO ENTRY**

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Stranraer Academy Lockdown Procedure

Safer Inside Together/Lockdown Procedures August 2014 (reviewed June 2020)

In some emergency situations, when the circumstances in the vicinity of the school could endanger the safety of the school community, pupils and staff must stay within the school to be safe. Such a circumstance could be:

- An external emergency, such as a road accident outside the school,
- Intruders causing concern
- A loose animal, such as an aggressive dog
- Any similar occurrence causing and safety concern to those within the school

Immediate steps should be taken to secure all pupils, staff and any visitors inside.

Lockdown with warning i.e. when the threat is outside

- Any incident should be brought to the Headteacher's attention immediately.
- The Headteacher will sound the school bell **for 4 cycles** as a warning and switch the system to manual.
- All children and adults will go inside the building; pupils and teachers will go to, or stay in, their timetabled class, where registers will be taken. If for any reason a pupil is not in their timetabled class, they should return immediately to the class.
- If the alarm sounds at break or lunch, all children and adults should attend their next timetabled class.
- Close all doors; if the door is lockable, lock the door. Close windows, draw curtains/ blinds and keep everyone away from the windows.
- A notice will be placed on the front door and back entrance by the janitorial staff indicating the school is in lockdown and there is no entry to the building.
- The Headteacher will nominate staff members to stand near the main entrance of the building (D Hyslop and R Lockwood) and at the rear entrance (K Biagioni and P Livingstone).
- The school is now in 'lockdown'. Everyone stays inside; movement around the premises is kept to a minimum.
- If anyone, including parents/carers, arrives at school they are not allowed into the building after 'lockdown', but are directed to the notices on the doors. Do NOT respond to anyone at the front door until the all clear is sounded.
- Headteacher telephones the Dumfries and Galloway Emergency number 030 33 33 3000; otherwise telephone lines are kept clear- all phones to be placed on answering machine with pre-recorded answering machine message.
- All children are kept calm; teachers with a class should monitor their email where further information will be distributed.
- Teachers without a timetabled class should return to their class if the room is available, or any other room in close proximity (available classroom or base area).
- Staff with classes out-with the school building, for example PE, should gather all pupils and be observant to any threat- professional judgement should be used to move away from the threat.
- If classes are timetabled with a member of SLT, a dynamic risk assessment will be carried out by the SLT as to whether they are required to leave their class- if this is the outcome, and the class have pupils under the age of 16, the class will be supervised by any other available member of staff within the area.
- If the threat is in the school building, the procedure will remain the same, however, the front and rear doors will not be locked. SLT will carry out a dynamic risk assessment and seek emergency support as appropriate.
- Depending on circumstances when the 'all clear' is advised to the Headteacher; the Headteacher will sound the school bell **for 4 cycles** and switch the system back to automatic- a tannoy will also accompany this to confirm the end of the lockdown.
- Any classes who are off site should find the nearest safe building and advise the school of their whereabouts. Finally, remember that these procedures may be invoked in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.