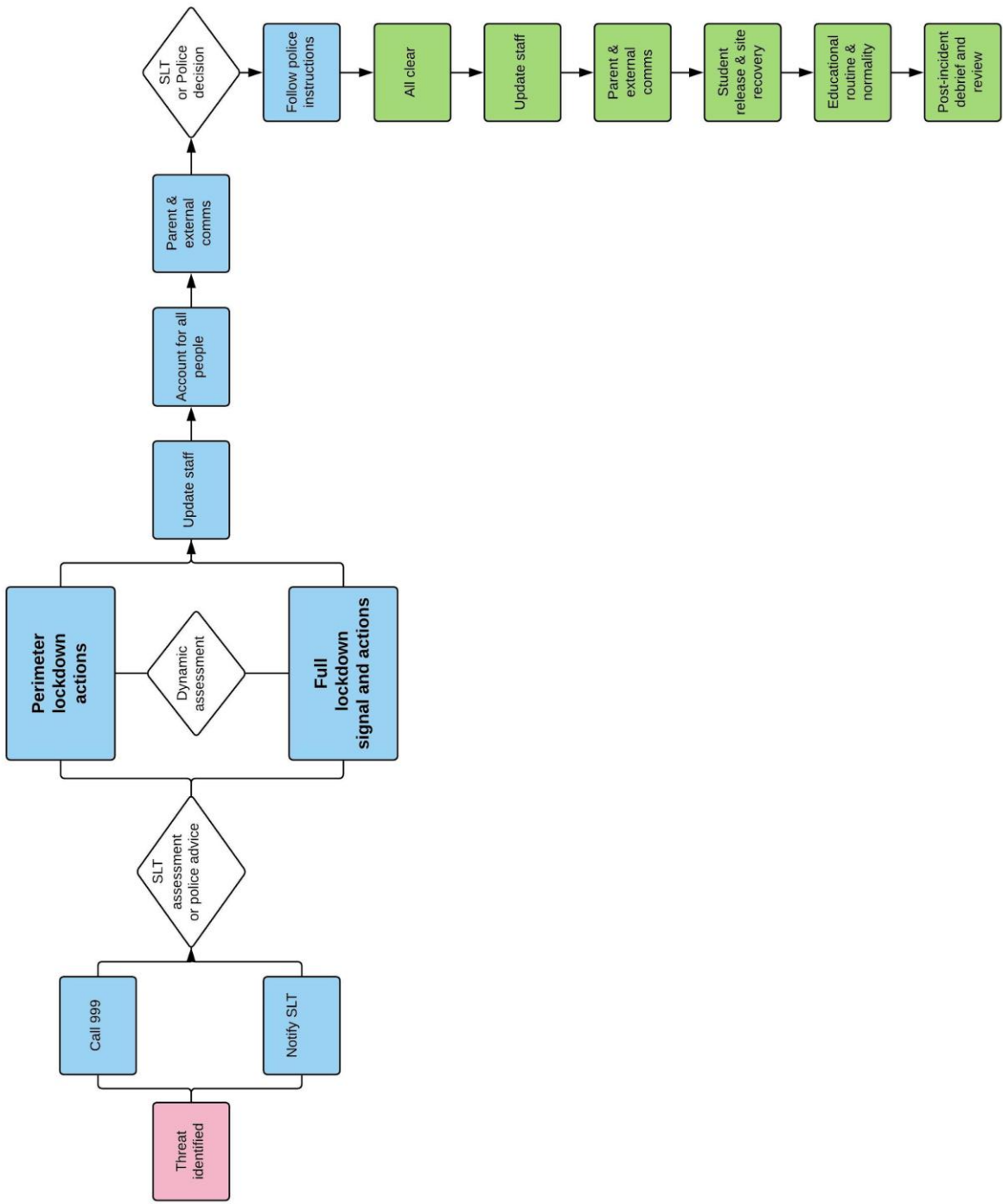




Tudor Grange Academy Redditch lockdown management procedure

Document Title	Lockdown management procedure
Author/Originator	Pharos Response
Date of approval	April 2019
Approving Committee	Local Governing Body
Version	1.0
Review date	April 2020



Staff with authority to implement lockdown for Tudor Grange Academy Redditch

- a. The Principal – Jodie Bolter
- b. The Associate Principal – Marie McNamara
- c. College Leader – Graham Bastock

Item	Actions	Considerations
1	Inform police, seek advice and follow instructions - Principal and Associate Principal	Call 999 and provide as much information as possible about the potential threat including number of intruders, physical descriptions and clothing, any weapons carried, whether they are known to the school, locations etc.
2	<p>Establish lockdown type - Principal, Associate Principal and Cliff Parsons</p> <p>If necessary and whilst awaiting police advice, make decision based upon initial threat information:</p> <p>Threat beyond school perimeter and no immediate threat to students or staff = Perimeter lockdown</p> <p>Threat within school perimeter and immediate threat to students or staff = Full lockdown</p>	<p>Do not delay making proactive decisive actions if student or staff safety is at risk, such as whilst awaiting external advice or further threat information.</p> <p>Consider perimeter lockdown as a graduated and preventative action before a potential full lockdown.</p> <p>Perimeter lockdown staff and pupils remain in buildings with free indoor movement, perimeter gates and external doors/windows locked. Establish site access movement plan. Based upon dynamic risk assessment,</p>

		<p>educational normality to be maintained as best possible.</p> <p>Full lockdown. This is an emergency procedure when staff and student remain in buildings with NO free movement between rooms, external doors and windows locked. If sufficient time and based upon dynamic threat assessment, conduct perimeter access lockdown first All staff to follow lockdown action card.</p>
<p>3</p>	<p>Allocate key initial responsibilities:</p> <ol style="list-style-type: none"> a. Ensuring initial communication of lockdown and whether perimeter or full lockdown to staff - Principal, Associate Principal and Principal's P/A b. Activating access control restrictions and gates/external doors locked <ol style="list-style-type: none"> i. Zone 1 Perimeter - Cliff Parsons ii. Zone 2 Main Building - Cliff Parsons iii. Zone 3 Sports Centre - Cliff Parsons c. SLT lockdown incident leader - Principal or Associate Principal d. Emergency services single point of contact - Principal or Associate Principal e. Activating access control restrictions and physical security assurance - Cliff Parsons f. Monitor CCTV covering key points of entry - Cliff Parsons g. Gather student registers, staff (including peripatetic) and visitor/contractors log - All Teaching Staff h. Gathering offsite students, visits and absence logs - Student Services and Principal P/A i. Update instruction to staff - Senior Leadership Team j. Draft message to parents - Principal or Associate Principal k. Staffing the main school telephone number - Receptionist 	<ul style="list-style-type: none"> ● Specify control room for the SLT to securely operate within ● Ensure control room has internal and external communications ● Ensure admin support to SLT within the control room ● Attempt to identify location and nature of threat (intruder, armed with knife/other weapon, known or unknown to school etc) ● Log decisions and actions ● Continue to dynamically assess threats and risk for example responding to concurrent medical or other student support/mobility needs during a lockdown

	i. Produce grab bag and school crisis planning documents - Student Services	<ul style="list-style-type: none"> Move students into classrooms or other lockable offices or rooms rather than mass gathering in halls.
4	Seek updated advice and support from emergency services – Principal and Associate Principal	Agencies may include police, ambulance, fire, Environmental Agency, Local Authority
5	Issue update instructions to staff if possible with description of threat and any emergency service response – Principal and Associate Principal Perimeter lockdown - via verbal briefing (face to face, telephone, radio) with indoor movement plan and any areas to avoid. or Full lockdown - via email or other specific alarm signal	<ul style="list-style-type: none"> Perimeter lockdown - specify perimeter zones to be secured and access control plan. Full lockdown - staff and students remain in buildings with external doors and windows locked. Remind lockdown immediate action card.
6	Account for all students, staff and visitors/contractors on site and confirm to SLT lockdown incident leader once complete - Senior Leadership Team	Report missing or unaccounted to SLT incident lead
7	Instruct staff during off site visits to return to alternative place of safety - College Leader or Welfare and Attendance Officer	Nearby school or other public site away from potential threat.
8	Issue parent communications aiming to inform, reassure and instruct - Receptionist SMS or email	<ul style="list-style-type: none"> Consider collection arrangements Lockdown SLT leader to approve
9	Draft external statement for school website and post it online - Principal and Associate Principal	<ul style="list-style-type: none"> Lockdown SLT leader to approve Seek advice and support from Pharos Response 01183 800999
10	Seek advice from emergency services and initiate the all clear when threat passed - Principal a. Staff authorised to declare all clear i. Principal ii. Associate Principal	Account for off-site pupils and staff

	<p>iii. College Leader</p> <p>b. All clear message and signal Verbal confirmation from Senior Leadership Team</p>	
11	<p>Establish initial recovery plan – Principal and Associate Principal</p> <p>a. Student release arrangements - collections, phased release by College/Year Group once all pax accounted for.</p> <p>b. Staff initial debrief</p> <p>c. SLT final incident meeting</p>	<ul style="list-style-type: none"> ● Sign pupils out and hand them over to parents ● Parents and students guided on answering questions from press and to refer questions to the school
12	<p>Update communications - Principal and Associate Principal</p> <p>a. Staff</p> <p>b. Students</p> <p>c. Parents - email, letter</p> <p>d. Website / social media</p> <p>e. Media</p>	<p>Consider releasing press statements and spokesperson interview</p>
13	<p>If emergency services remain on site, formally 'take control' of incident and site - Principal and Associate Principal</p> <p>Grounds staff full sweep of site before closing and locking up – Cliff Parsons</p>	<p>Establish if any ongoing site control required for evidence preservation</p>
14	<p>Recovery to educational normality as soon as practicable – Principal</p> <p>a. Staff briefing</p> <p>b. Student return to school - maintain routine as much as possible whilst allowing for flexibility and individual circumstances</p> <p>c. Ensure student support plans and identify individual students including SEND who may benefit from additional support</p>	
15	<p>Review meeting – Senior Leadership Team</p>	<p>Establish learnings, invite emergency service input, review procedure and crisis management plan.</p>

EMERGENCY - FULL LOCKDOWN ACTION CARD

Full lockdown signal 10 Alarm Bells

1. Remain **calm** and **reassure** students
2. Listen to and **follow instructions** from SLT or police officers
3. Upon hearing lockdown signal, if you are;
 - a. Indoors - remain in the room you are already in (do not move to your tutor or normal registration to do so)
 - b. Outdoors - go to the nearest indoor securable room or area or place of safety unless advised otherwise by SLT
4. Stay in the room already in and **provide safety for any students** who are present
5. Make best attempt to **secure room**: lock doors, windows, close blinds and remain out of sight as best possible
6. Instruct students to **switch off mobile phones** and remain calm and quiet
7. Switch off televisions, lights, IT or other devices that can be observed from outside and may alert an intruder of the presence of people
8. If safe to do so, observe staff email system for **further instructions**
9. **Do not leave the room** under any circumstances without SLT or police officer instructions (including seeking toilet or other welfare requirements). If the time is protracted, consider cordoning off an area in the room (e.g. 'bathroom' using plastic bottles etc.
10. **Follow instructions** from police - warn students that these may be robust and very firm instructions initially

All clear - this will be instructed by police or SLT only

EMERGENCY - FULL LOCKDOWN ACTION CARD

EMERGENCY - FULL LOCKDOWN ACTION CARD STUDENT LIST

When safe to do so, please inform SLT which students you have in your care

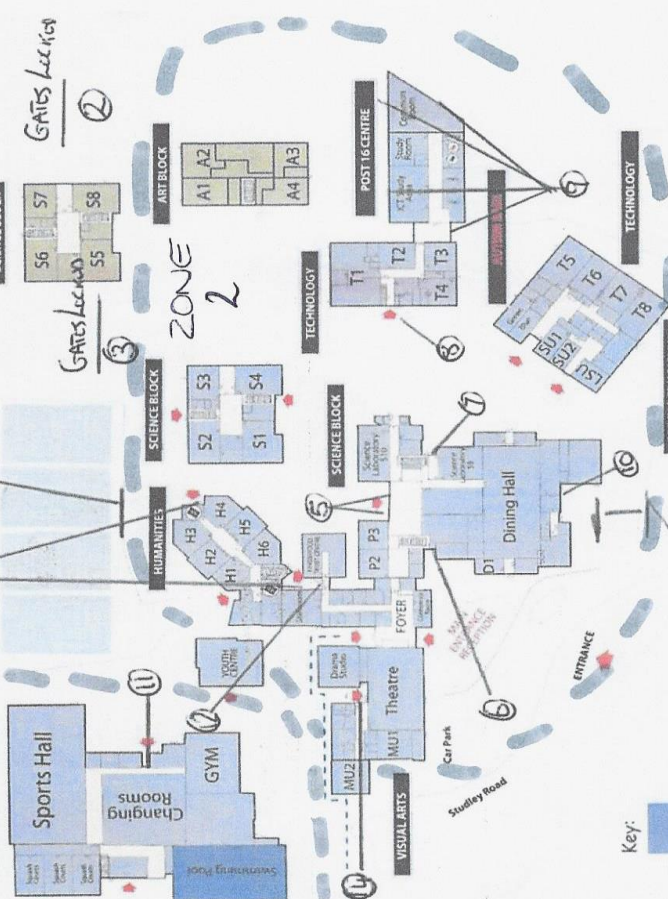
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Tutor Grange Academy Redditch

GROUND FLOOR

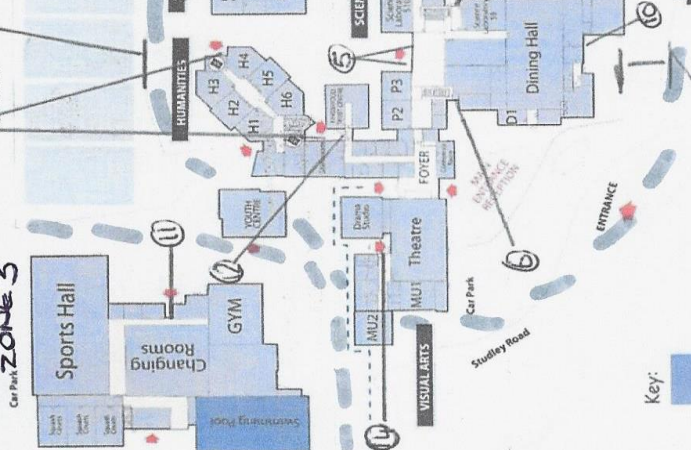
Car Park ZONE 3



FIRST FLOOR



SECOND FLOOR

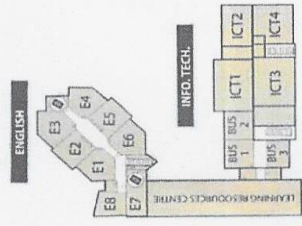


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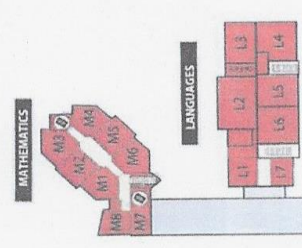
- GROUND FLOOR
- FIRST FLOOR
- SECOND FLOOR

- ① GATES LOC 1-3
- ② Lift
- ③ Disabled Toilet
- ④ Boys Toilet
- ⑤ Girls Toilet
- ⑥ Staff Toilet
- ➔ Entrance
- ⬆ Stairs
- 🚒 FIRE EXIT

FIRST FLOOR



SECOND FLOOR



ZONE 1

Tennis Courts

Studdy Road

Car Park

SPORTS HALL

CHANGING ROOMS

GYM

THEATRE

VISUAL ARTS

MUT

DINING HALL

SCIENCE BLOCK

TECHNOLOGY

SPECIAL EDUCATION

ART BLOCK

POST 16 CENTRE

SCIENCE BLOCK

SCIENCE BLOCK

SCIENCE BLOCK

SCIENCE BLOCK

SCIENCE BLOCK

SCIENCE BLOCK

Tennis Courts

WOODSIDE DRIVE

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