Grace Academy Coventry

Lockdown Policy

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Authors	Reviewed by Principal/School Business Manager
Applicable to	Grace Academy Coventry
Checked by	Local Governing Body
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Contents

		Page
1.	Introduction	2
2.	Aims	2
3.	Implementation	2
4.	Weapons	3
5.	Authorised Persons Role	3
6.	Procedure	3
7.	Staff Roles	3
8.	Parents	3
9.	Intruder Procedures	4
10.	Reporting an Incident	4
11.	Evaluation and Review	4

Introduction

Grace Academy is implementing this policy to ensure that in the event that students and staff are faced with hazards in the Academy grounds or outside the Academy, students and staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the Academy site. It covers the procedures and personnel responsibilities if and when the Academy is required to go into lockdown. Lockdown procedures may be activated in response to any number of situations, some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the Academy);
- An intruder on the school site (with the potential to pose a risk by causing harm or damage to staff and students);
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the Academy;
- The close proximity of a dangerous dog roaming loose;
- An internal situation involving staff and/or students that poses a threat to others.

All visitors to the Academy must first register at main Reception to receive a "Visitors Pass" which is to be worn and clearly displayed.

Aims

- To provide a safe and secure environment for our students, staff, volunteers and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Implementation

IF THERE IS AN IMMEDIATE THREAT CALL 999 IMMEDIATELY.

In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms/lockable safe space. Students and adults, who are outside but near buildings, are to move into the closest occupied classroom/lockable safe space.

Staff, who are not teaching at the start of a lockdown, should go to the nearest room/lockable safe space. In doing so, staff should check outside areas for students and direct them to the nearest classroom/lockable safe space and invite in known visitors. Known visitors are recognised by the wearing of a "Visitors Pass" on an orange or purple lanyard. If children, a class or an adult is outside the classroom when the alarm is sounded, they must immediately get into the closest room or building before that room is locked down, and join whoever is in that room.

Weapons

If a weapon is seen, and is an imminent threat, the lockdown of that area of the Academy must take place immediately. The police should be then be called on 999.

Authorised Persons Role

Specific alarm is set out in Appendix A. If recognising the situation calls for lockdown the Principal or duly Authorised Person initiates the lockdown protocol (Appendix B) by sounding a uniquely and instantly recognisable alarm, rings the police and alerts them as to the nature of the emergency. The Principal or Authorised Person then assumes a lockdown position themselves in the office while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Principal or Authorised Person and will work with them to eliminate the threat. Once the threat has been eliminated the Principal or Authorised Person can sound the "all clear".

Procedure

- The member of staff in the room is to take responsibility for all the students in the room.
- ALT will use the internal two-way radio system to communicate with the Principal.
- Close the blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used;
- Do not allow students to use mobile phones;
- Insist that students and adults remain quiet;
- No one is to answer the door under any circumstances;
- Remain in this position until "all clear" is announced;
- After the "all clear" is given, the Principal can authorise the contacting of parents, if appropriate.

Staff Roles

- ALT to communicate via radio;
- Front office staff to ensure that their office(s) are locked and close blinds if possible;
- Individual members of staff lock/close classroom/office door(s) and windows. Nearest adult to check exit doors;
- Ensure students remain calm and stay in rooms;
- Await further instruction.

Parents

- If necessary parents will be notified as soon as it is practical to do so via the Academy's established communication network – MCAS via Bromcom
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the Academy as it may put them and their child at risk;
- Students will not be released to parents during a lockdown;

- Parents will be asked not to call the Academy as this may tie-up emergency lines;
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

Please be assured in the event of a lockdown that the overriding consideration for the Academy is the **safety and wellbeing of your child and Academy personnel, volunteers and visitors.**

Intruder Procedures

All visitors to the Academy must first register at the main Reception Office, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification can be asked to leave the Academy premises immediately. Staff are required to approach anyone on the premises who does not have a badge and ask who they are and their business at Grace Academy. If, however, a member of staff is able to identify a threat prior to approaching the intruder the Principal should be notified immediately and the police called.

From time to time, staff may be confronted by an intruder in the Academy grounds, or may need to challenge somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with you to help deal with them and ensure a radio is available for further communication;
- Ask a third staff member who is not involved to call/alert main Reception;
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation;
- If the intruder refuses to cooperate, or the situation dictates that it is not safe or appropriate to challenge, do not escalate the situation. Leave and contact the Principal to have the police called;
- If the intruder shows a weapon, or displays aggression, calmly leave the area and as soon as is safe to do so report the situation to the Principal, to have the police called immediately.

Reporting an Incident

To report crime and anti-social behaviour which does not require an emergency response the Principal, or staff as directed, will dial 101. In an emergency dial always dial 999. Do not assume that someone else has called the emergency number. For further guidance, refer to the Academy Business Continuity Plan.

Evaluation and Review

Staff Training – annually and inductions for new staff prior to start date.

This policy will be reviewed tri-annually and at times when our emergency management procedures are under review. This policy will be placed on the drive available for all staff and updates will be sent via internal communications

Appendix A

GAC: The lockdown alarm when sounded gives a verbal warning ‘the Academy is now in lockdown’ both inside and outside of the building and cannot be shut off until both a code and key are used.

Appendix B

Authorised personnel to sound lockdown alarm:

Principal

Vice Principals

School Business Manager or Site Manager

Any member of Academy staff with verbal authorisation from the above