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Tavistock College Lockdown Procedure

1. BACKGROUND

This document details the procedures to be followed at Tavistock College in the event of a security concern or emergency. Staff should ensure that they are familiar with these procedures and act upon the requirements.

The lockdown procedure is a sensible and proportionate response to any external or internal incident that poses a threat to the safety of staff and students in the College. The procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. The lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- An intruder on the school site.
- A reported incident / civil disturbance in the local community.
- A warning being received regarding air pollution such as a smoke plume from a major fire in the vicinity of the College.
- The close proximity of a dangerous dog roaming loose.

This list is not exhaustive, but the key issue is that each incident poses a risk to staff and students. This judgement can be made by staff responding to events directly or by taking advice from the emergency services.

There are two levels of lockdown: 'partial' and 'full'. 'Partial lockdown' is a precautionary measure which puts the College in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Typically, this would be used in the eventuality of an incident or threat within the vicinity of the College, but not actually on campus. The key element of a partial lockdown is that all external activity ceases and the perimeter envelope of the College is secured.

'Full lockdown' is a response to an immediate threat to the College and may be an escalation of a partial lockdown, although there is no reason why a full lockdown should not be declared

straight away if the circumstances demand it. The key element of a full lockdown is that all external activity and corridor movement ceases and that, as far as is possible, both the perimeter envelope and the individual classrooms of the College are secured.

2. ACTION ON DISCOVERING A SECURITY THREAT

In the event of discovering, witnessing or being informed of a security concern, a member of the SLT will be informed using their school phone number or personal mobile. Using the following flow diagram, a member of SLT will be identified as the 'Command' person based on who is on site.

Establish SLT Command: JBU → JSO → HBL → RTU → EHE → ASA → JST → JBR

The decision will then be taken to give the appropriate lockdown signal. If the situation is urgent and immediate, in that there is a significant and immediate threat to the safety of staff and students within the campus, staff in the area of reception should feel empowered to sound the lockdown alert straight away. Full lockdown can immediately be announced by sounding the 'Full Lockdown Alarm'. This will be the designated lockdown bell sounding continuously for 30 seconds.

2.1 ACTION ON BEING INFORMED OF A PARTIAL LOCKDOWN:

Partial Lockdown

The alert will be given to staff via an email sent to their school e-mail address. An identified member of staff will also be sent to each block of the school to ensure the message has been received. The message selected will be dependent upon whether the lockdown occurs within directed lesson time or at lunch/break-time.

The message will be either:

- In lesson time: "This is a PARTIAL LOCKDOWN. Until further notice, please remain in your classroom or your usual office base and await further instruction. THIS IS NOT A DRILL."
- At break/lunchtime: This is a PARTIAL LOCKDOWN. Please return to your next lesson or your usual office base immediately and await further instruction. THIS IS NOT A DRILL."

Immediate action after receiving partial lockdown instruction:

- External perimeter gates should be secured.
- During normal lesson activity, staff and students remain in their classroom/office base until further instruction.
- Staff and students based outside due to an external curriculum activity should immediately return to the changing rooms or their obvious classroom base.
- At break or lunchtime, students and relevant staff should return to their next lesson and await further instruction.

- All students will be reminded to have their mobile phones 'off and away' in line with the school mobile phone policy.
- If the incident was not initiated by an instruction issued by the emergency services, SLT should alert the emergency services by dialling either 101 or 999 depending on the circumstances.
- From this point, all staff and students should remain within their classroom, windows should be shut and, where possible, locked.
- Staff and students should remain in their classroom and only leave when told to do so via email communication.

All situations are different. Once all staff and students are safely in their classroom, SLT will conduct a dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and students via school e-mail.

2.2 ACTION ON BEING INFORMED OF A FULL LOCKDOWN:

Full Lockdown

The alert will be given via the sounding of the 'Full Lockdown Alarm'. This will be the school bell sounding continuously for 30 seconds. The alert will also be given to all staff via an email to their school email address. If assessed as safe to do so by SLT Command, an identified member of staff will also be sent to each block of the school to ensure the message has been received. The message selected will be dependent upon whether the lockdown occurs within directed lesson time or at lunch/break-time. The message will be either:

- In lesson time: "This is a FULL LOCKDOWN. Until further notice, please remain in your classroom or your usual office base and await further instruction. Please lock external doors in line with the policy and close all your windows and blinds. THIS IS NOT A DRILL"
- At break/lunchtime: "This is a FULL LOCKDOWN. Please return to your next lesson or your usual office base immediately and await further instruction. Please lock external doors in line with the policy and close all your windows and blinds once all the students have arrived. THIS IS NOT A DRILL"

Immediate action after full lockdown alarm:

- External perimeter gates should be secured.
- During normal lesson activity: staff and students must remain in the classroom or usual office base until further notice. Staff and students based outside due to an external curriculum activity, should return immediately to the changing rooms, or their obvious classroom base.
- Staff and students are alerted to the activation of the lockdown procedure by a recognised signal, audible throughout the College.
- Students who are outside of the College buildings (sport lessons etc.) will be brought inside as quickly as possible and escorted to the Refectory and Ndeeba; (Staff will take a register here and notify the admissions officer).

- Those inside the College should remain in their classrooms or sports space.
- All registers should be checked and completed, using Arbor, the Attendance Officer will update SLT and the Premises Manager.
- Teachers should be encouraged students to turn off mobile phones.
- Staff should encourage the students to keep calm and sit at their desks with the lights turned off and blinds pulled down.
- Teachers should then use a single desk to block entry into their room.
- Under no circumstances are radios or mobile phones to be used by staff or students, this is due to the frequencies used and potential threats. Phone lines need to be kept clear.
- All communications will be via email, or a change of audible alarm.
- All external doors and gates will be secured, as necessary by the Caretaking team.
- All teachers, admin and support staff swipe cards will be temporarily disabled.
- Students and staff should wait in silence and not leave their rooms.
- If the teacher is taking a lesson on the field, then the teacher should make a quick risk assessment as to whether it is safer to bring the students back on to school site to the changing rooms or stay on the field. This can be in conjunction with the senior leader who is leading the lockdown.

During the lockdown, staff will be communicated with via e-mail and in the event of internet issues, text message to their personal mobile phone.

Communication channels:

- A member of SLT will be based in main reception with all doors locked and will manage whole staff e-mails, checking registers and receiving external phone calls.
- SLT will use personal mobile phones and/or school radios to communicate between each other during the lockdown.

Staff and students must remain in lock down until it has been lifted by the SLT Command after approval from the emergency services.

- After a period of time (normally decided by the Police), the lockdown event will change to a fire evacuation, by the sounding of the fire alarm, only at this point should **all** staff and students evacuate to the 3G pitch as per the fire evacuation plan, this will be the procedure even in the event of a false lockdown alarm.

3. COMMUNICATION BETWEEN PARENTS AND THE COLLEGE

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College lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the college website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety as well as correcting any misinformation circulating via social media.

Parents will be given enough information about what will happen so that they:

- Are reassured that the College understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the College. Calling the College could tie up telephone lines that are needed for contacting emergency providers.
- Do not come to the College. They could interfere with emergency provider's access to the College and may even put themselves and others in danger.
- Wait for the College to contact them about when it is safe for them to come and collect their children, and where this will be from.

4. EMERGENCY SERVICES

It is important to keep lines of communication open with the emergency services as they are best placed to offer advice as a situation unfolds. The College site may or may not be cordoned off by the emergency services depending on the severity of the incident that has triggered the lockdown. The emergency services will assist and support the decisions of the SLT.

All situations are different and some of the above may not be desirable or even possible in all circumstances. Once all staff and students are safely inside the secured building, the SLT will conduct a dynamic assessment based on the specific circumstances prevailing, as well as on advice from the emergency services. This will then be communicated to staff and students via their school e-mail and text message if appropriate.

5. TRAINING AND INFORMATION

It is of vital importance that these procedures are familiar to members of the senior management team, college administrators, teaching staff and non-teaching staff. To achieve this, staff and students should be briefed in arrangements at least once a year. Lockdown drill information will be displayed in every classroom alongside the information relating to fire drills. Parents too should know that the College has a lockdown plan and a copy should be placed on the College's website.

In addition, SLT will conduct a number of table top exercises to test the procedures against various scenarios.

6. Examinations

There are two levels of lockdown: 'partial' and 'full'.

Inform students to stay where they are and for the time being to continue with the exam. A member of the Senior Leadership Team or Exam Office will be round shortly to give an update.

The alert will be given via the sounding of the 'Full Lockdown Alarm'. This will be the school bell sounding continuously for 30 seconds.

'Partial lockdown' is a precautionary measure which puts the College in a state of readiness (whilst retaining a degree of normality) should the situation escalate. Typically, this would be used in the eventuality of an incident or threat within the vicinity of the College, but not actually on campus. The key element of a partial lockdown is that all external activity ceases and the perimeter envelope of the College is secured.

ACTION ON BEING INFORMED OF A PARTIAL LOCKDOWN:

Partial Lockdown – students may continue with the exam

- In an exam: "Until further notice, please remain in your exam room and await further instruction."
- From this point, all staff and students should remain within their classroom, windows should be shut and, where possible, locked.
- Staff and students should remain in their classroom and only leave when told to do so by a member of SLT or the exams office.

'**Full lockdown**' is a response to an immediate threat to the College and may be an escalation of a partial lockdown, although there is no reason why a full lockdown should not be declared straight away if the circumstances demand it. The key element of a full lockdown is that all external activity and corridor movement ceases and that, as far as is possible, both the perimeter envelope and the individual classrooms of the College are secured.

Full lockdown can immediately be announced by sounding the 'Full Lockdown Alarm'. This will be the school bell sounding continuously for 30 seconds.

ACTION ON BEING INFORMED OF A FULL LOCKDOWN:

Full Lockdown – the exam will be stopped; instruct students to close their exam papers.

- In an exam: "FULL LOCKDOWN: Until further notice, please remain in your exam room and await further instruction."

Immediate action after full lockdown alarm:

- From this point, all staff and students should remain within their exam rooms.

Critically, exam rooms should be secured as far as is possible by either using the thumb turn lock, a door wedge or by placing a table in front of the door.

- Where possible, blinds on ground floor classrooms should be lowered and lights put out.
- Movement within and between buildings should cease until further notice.
- Staff and students should sit quietly and where achievable, out of sight. The purpose is to

make the building appear empty.

Staff and students must remain in lock down until it has been lifted by the SLT Command after approval from the emergency services. A member of the SLT or Exam Office will confirm alert is finished.

Partial or Full Lockdown – a report will be sent to the exam board to inform them of the disruption.

If appropriate the exam will be restarted, students given the full remaining time from the point of stoppage. Update the finish time on the front board.

APPENDIX A – INSTRUCTIONS FOR SPECIFIC AREAS Caretakers and site team

- Secure all perimeter gates.
 - Return to nearest lockable room and inform SLT via main reception that gates are secured.
- Other spaces where students may be present during lesson time, such as:

- First Aid / reception
- Library
- Ndeeba
- Sixth Form study and common room

- Students will stay in these supervised spaces in the event of a full or partial lockdown and follow aforementioned procedures.

Staffroom

- During lesson time, staff should return to their teaching room and await further instruction.
- At break or lunchtime, assess the activity in the playground or corridor and assist if necessary before returning to your tutor room.

Refectory

- Lock external doors, including sliding door and close windows.
- If full lockdown, retreat to kitchen area and close shutters.

Admin Offices, IT Office, Reprographics, Conference Room

All staff to follow standard procedures of securing doors and windows as appropriate and controlling and reassuring visitors where necessary.