



**Queen Katharine  
Academy**

Queen Katharine Academy  
Mountsteven Avenue  
Walton  
Peterborough  
PE4 6HX  
e: info@qka.education  
w: www.qka.education  
Tel: 01733 383888

<b>Lockdown Policy</b>	
<b>This policy should be read, and used, in conjunction with: -</b> All other policies related to QKA	
<b>Rights of the child</b> (RRSA Article)	<b>Article 28</b> based on FAIRNESS and EQUALITY “Every child has the right to an education. Secondary education must be available to every child. Discipline in schools must respect children’s human dignity.” This includes: <ul style="list-style-type: none"><li>• The RIGHT to learn and be taught</li><li>• The RIGHT to be respected</li><li>• The RIGHT to be safe</li></ul>
<b>Reviewing By: -</b>	<b>Academy Committee</b>
<b>Last Updated / Reviewed &amp; Approved by Governors on:</b>	May 2022
<b>Date of next scheduled review:</b>	May 2023
<b>Responsible officer / Member of Staff /</b>	<b>Role:</b> Deputy Principal <b>Name:</b> Veronica Giaquinto

## Contents

1. Introduction and context	3
2. Scope	3
3. Guidelines	3
4. Lockdown procedure	4
5. Partial lockdown	4
6. Full lockdown	5
7. Queen Katharine Academy full lockdown procedure	6
8. Emergency services	7
9. Communication with parents and carers	7
10. Queen Katharine Academy lockdown plan	8
11. Lockdown situations when away from the academy	9

## **1. Introduction and context**

1.1 This policy is intended to ensure that students and staff are safe in situations where there is a threat in the academy grounds or outside the academy that requires students and staff to be locked within buildings for their own safety. This policy must be adapted to the local academy site(s) and it is expected that a 'lock down' drill will be carried out and recorded at least annually. This policy must be used in conjunction with the TDET Lockdown Guidance V3.

## **2. Scope**

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

## **3. Guidelines**

### **3.1 Lockdown Guidelines**

The QKA Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations; some of the more typical ones are:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
- A dangerous individual in the locality.
- An intruder on the academy site with the potential to harm students, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the academy.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for emergency services.

Copies of this policy will be available on our website.

### **3.2 Testing of the policy**

The Head of School, Jane Driver, or another member of academy staff designated by the Head of School will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. The Head of School will remind students of the lock-down procedure during the first Term of the academic year.

### **3.3 Communicating with TDET Head Office, the media and external stakeholders**

As soon as a lockdown or partial lockdown is declared the PA to the Head of School, Jackie Dowds, should report this directly to the TDET CEO and TDET Health and Safety Manager:

Scott Hudson: 01733 426043

Harvinder Rajput: 01733 426043

Any media interest should be logged and reported in to the TDET Trust Office on 01733 426043. The TDET TEAM will then support with any media handling, to enable the QKA staff to stay focused on supporting students and staff on the ground. The TDET can also support to draft correspondence to parents and local stakeholders as appropriate

## **4 Lockdown procedure**

4.1 In the event of an emergency, the Head of School or in their absence the Deputy Head will make the decision, in consultation with the police when deemed necessary, with regard to whether the academy needs to be partially locked down or fully locked down.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, TDET and the Local Authority are immediately informed of the situation.

Sharon Bishop, Schools Infrastructure  
01733 863997 or 07920 160149  
sharon.bishop@peterborough.gov.uk

Brian Howard, Head of Schools Infrastructure  
01733 863976/07920 160300  
brian.howard@peterborough.gov.uk

## **5 Partial lockdown**

5.1 Partial lockdown should be seen as a precautionary measure which puts the academy in a state of readiness should a situation escalate, whilst retaining a degree of normality.

### **5.2 Alert**

Alert to all staff: "Partial lockdown"

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors in the academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **5.3 Immediate action**

- All outdoor activity to cease immediately with students and staff returning indoors.
- All students and staff to remain indoors and external doors and windows locked.
- Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing dynamic assessment based on advice from the Emergency Services. This assessment will then be communicated to staff, who can inform students.

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## 6 Full lockdown

6.1 This signifies an immediate threat to the academy and may be an escalation of a partial lockdown (for example when an intruder is within the academy grounds).

### 6.2 Alert

Alert to staff: “Full lockdown” via lockdown alarm

### 6.3 Immediate action

- All students/staff to remain in lockable or barricade rooms. If students and staff are not in a room at the time of the alarm, then they must find the nearest lockable room or room that they can barricade themselves in.
- External doors locked.
- Classroom doors locked, where a member of staff with key is present. Or doors barricade if staff are unable to lock doors with a key.
- Windows locked and blinds drawn.
- Students sit quietly out of sight (e.g. Under desk or around a corner).
- All mobile devices turned off or onto silent
- Register taken – the Attendance Manager with the support of QKA Student Support Officers will contact each class in turn for an attendance report if this is possible.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated via radio, email and an automatic message appearing on all computer screens.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or reception as this could delay more important communication.

### 6.4 Communication channels

Examples of discreet communication channels might be:

- Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- Where an academy uses “ParentMail” then staff could be placed into a defined user group which could then be used to communicate instructions via text message in an emergency.

## 7 Queen Katharine Academy full lockdown procedure

Lockdown Procedure Management and Control	
Nominated person	Responsibility
Jane Driver	Initial contact with the emergency services
Jackie Dowds	Liaison with parents
Sandra Carter	Liaison with Bygoues Site Staff
Veronica Giaquinto	Liaison with staff

Signals	
Signal for lockdown	<i>Via alarm system</i>
Signal for all-clear	<i>Via radio/email message – Lockdown has ended remain in classroom and await further instructions from Head of School</i>

Lockdown Procedure				
Step	Initial response	Check	Time	Signed
1	Ensure all students/staff are inside rooms or closest safe space.	<input type="checkbox"/>		
2	Secure all entrance points to QKA <ul style="list-style-type: none"> <li>• External doors</li> <li>• Fire doors</li> <li>• Internal doors</li> <li>• All windows</li> <li>• Air vents (in the case of fire or air pollution)</li> </ul>	<input type="checkbox"/>		
3	Dial 999 for each emergency service that the incident requires.	<input type="checkbox"/>		
4	Staff members who are not teaching at the start of lock-down should go to the nearest safe and lockable space.	<input type="checkbox"/>		
5	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> <li>• Students to turn off all mobile phones and electronic devices or place them on silent</li> <li>• Staff to place mobile/electronic devices onto silent</li> </ul>	<input type="checkbox"/>		
6	Ensure that all students and staff members are aware of their nearest exit point in case an intruder manages to gain access to their room.	<input type="checkbox"/>		
7	Ensure that students who are outside the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view.	<input type="checkbox"/>		
8	Check for missing or injured staff members and students if it is	<input type="checkbox"/>		

	safe to do so.			
9	Remain inside their room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
10	If someone is taken hostage on the premises, the academy should seek to evacuate the rest of the site under guidance from the emergency services.	<input type="checkbox"/>		

## 8 Emergency services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The academy site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head of School with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

## 9 Communication with parents and carers

9.1 Academy lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

### 9.2 Information to share with parents and carers

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

- are reassured that the academy understands their concern for their child’s welfare, and that it is doing everything possible to ensure their child’s safety,
- do not need to contact the academy as calling the academy could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the academy as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the academy to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the academy understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, it may also be prudent to reinforce the message “...the academy is in a full lockdown situation. During this period the switchboard and entrances will not be staffed, external doors locked and nobody will be allowed in or out...”

For a template letter to parents, guardians and carers regarding bomb hoaxes please see Appendix 1.

## 10 Queen Katharine Academy lockdown plan

Person(s) with authority to manage the lockdown	
Name Jane Driver	Role Head of School
Name Veronica Giaquinto	Role Deputy Principal
Name Sandra Carter	Role Facilities Manager

Circumstances where lockdown will be applied:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the academy community.
- A dangerous individual in the locality.
- An intruder on the academy site with the potential to pose a risk to students, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the academy.
- The close proximity of a dangerous dog roaming loose.
- Serious accident on-site requiring good access for emergency services.

How Reception office will be contacted if they see or hear something suspicious.
<ul style="list-style-type: none"> <li>• Via telephone/email or radio</li> </ul>
Arrangements for how the lockdown signal will be given.
<ul style="list-style-type: none"> <li>• Via Lockdown alarm located in Reception</li> </ul>
Guidance on where people go if they are outside or away from the classroom.
<ul style="list-style-type: none"> <li>• Staff/students to make their way to nearest lockable room or room with a door that can be barricaded</li> </ul>
Details of how a roll call will be undertaken.
<ul style="list-style-type: none"> <li>• Attendance Manager will link with Progress Teams/QKA Student Support Officers to ensure accurate roll call is taken and shared with Head of School</li> </ul>
How the plan will be shared, tested and reviewed.
<ul style="list-style-type: none"> <li>• Via staff training days (once per academic year)</li> </ul>
Training requirements for staff and students.
<ul style="list-style-type: none"> <li>• Via staff training days for staff and in Progress Team Assemblies for students (once per year)</li> </ul>
Debriefing arrangements following a lockdown.
<ul style="list-style-type: none"> <li>• Head of School to debrief TDET/Bouygues and Senior Leadership within 72 hours of a full or partial lockdown being issued.</li> </ul>

## **11 Lockdown situations when away from the academy**

11.1 The academy will also plan for what would happen if a lockdown situation should arise when a group is away from academy, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.

The academy will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the students on the trip.

Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.