



# **SupaJam Lockdown Procedure - Swanley**

**August 2023**

(Next review date August 2024)

## **Safeguarding Statement**

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

### **Introduction**

SupaJam implements this policy as a reactive procedure in the unlikely occurrence the college needs to be shut down and made inaccessible from the outside or evacuated completely, ensuring the safety of all pupils, staff and people in the building. For the purpose of this policy, 'staff and pupils' will assume the inclusion of all people within the base.

Lockdown procedures may be activated in response to any number of situations, but 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 pupils in the school);
- An intruder on the college site (with the potential to pose a risk to staff and pupils);
- A warning is being received regarding a risk locally, of air pollution (smoke plumes, gas clouds etc.);
- A major fire in the vicinity of the college;
- The close proximity of a dangerous animal roaming loose.

### **Lockdown drills and preparation**

Staff are required to familiarise themselves with this policy and Lockdown Drills are held once per long term to embed the process outlined within this policy. Lockdown drills are logged and followed by a meeting between the SupaJam Base Leader, Deputy Base Leader and the DSL to regularly review the process.

Lockdown Marshals have received internal training with regard to procedures in the event of a Lockdown.

#### **The Lockdown Marshals for SupaJam are:**

- Base Leader
- Deputy Base Leader
- DSL

In the event that any of the above staff are unavailable during a Lockdown, any available member of SLT or another manager will replace that member of staff and their designated area/ responsibilities and will be briefed by an available trained Lockdown Marshal.

## **How to trigger the Lockdown Procedure:**

Any member of staff can trigger a lockdown or an evacuation. Please use the walkie-talkie radios (located in every teaching space) on channel 5 and clearly state the word 'lockdown' 3 times.

## **Procedure for a Lockdown due to an Internal Incident**

**In the event of an intruder or where an individual is threatening staff or students, either verbally or with a weapon, please follow these steps:**

1. Isolate yourself and nearby students into lockable rooms locking doors and covering windows to ensure safety preventing the individual from access.
2. Call for a lockdown using the walkie-talkie radios, saying the word 'lockdown' 3 times.
3. All staff and students should evacuate common areas to the nearest classroom or lockable room. A member of staff must lock the door and any windows, close any blinds or curtains and move away from any spaces which may be easily seen.
4. Be wary of communicating via walkie-talkies beyond calling for a lockdown; this may alert the individual to the whereabouts of others and give them access to information.
5. Do not come out of the classroom until the words 'stand down' have been called on the walkie-talkies 3 times.

**Staff should never put themselves or others at any unnecessary risk.**

## **Procedure for a Lockdown due to an External Incident**

1. Call for a lockdown using the walkie-talkie radios, saying the word 'lockdown' 3 times.
2. All staff and students should evacuate common areas to the nearest classroom or lockable room. Lock the door and any windows, close any blinds or curtains and move away from any spaces which may be easily seen.
3. Wait for further instructions from the Lockdown Marshals, who will radio additional information. Specific incidents will require specific action, that may lead to staff and students remaining where they are, or being safely evacuated from the base.
4. Do not come out of the classroom until the words 'stand down' have been called on the walkie-talkies 3 times, unless following further instructions.

## **Responsibilities in the event of a Lockdown**

### **Staff:**

- Immediately gather all students in the local vicinity into the nearest classroom or lockable room (whichever is safer.)
- Lock doors, lower blinds/close curtains and ask everyone to sit out of sight of windows and doors. (All Swanley doors are lockable from the inside in the Base and the Hub. All staff in the hub have access to shutter keys which they can collect from the Careers and Events hub. Staff who work in the house are allocated a key.)
- Ask everyone to remain quiet, switching off lights, switching phones to silent and switching off computer monitors if necessary.
- Remain calm and keep students calm. Do not let them out of the room for any circumstance. Remember: this may be a critical situation with the risk of serious harm.
- Await further instructions or the call 'stand down' over the walkie-talkie radios, which will signal the end of the lockdown.

### **Lockdown Marshals:**

- Bring pupils who are outside of the school buildings inside as quickly as possible.
- Sweep the area if safe to do so, ensuring everyone has moved into a classroom or lockable space. Check the doors to ensure they have been locked.
- Check corridors for students that are out of lessons. If any students or staff are in the corridor, immediately direct them to the nearest classroom.
- Check the toilets for people.
- Ensure all external and internal doors are locked where possible.
- Do not release staff or students until it is safe to do so, and only when communicated by the Base Leader or person acting as the Leading Lockdown Marshal in their absence.
- During the lockdown, keep agreed lines of communication open.
- Attend a debrief meeting following each Lockdown drill/evacuation, the minutes of which will be summarised and sent to all staff. Take any developmental action necessary.

### **Base Leader:**

- The Base Leader is to make contact with the emergency services. In the absence of the Base Leader, this responsibility will fall to the Deputy Base Leader or DSL in their absence.
- Liaise with the Lockdown Marshals to ensure areas have been checked and the building is locked down. This may be dependent on the situation; Lockdown Marshals are not expected to put themselves at risk in the event of an intruder for example. Lockdown Marshals should only patrol the building if they deem it safe to do so.
- Carry out the role of a Lockdown Marshal.

## Signals

- **Lockdown signal:**

Announce the words “LOCKDOWN” 3 times over the walkie-talkie radios.

- **Signalling the end of the lockdown:**

Announce the words “STAND DOWN” 3 times over the walkie-talkie radios.

- **Evacuation signal:**

In the event of a discrete evacuation, announce the words “EVACUATE” 3 times over the walkie-talkie radios. Staff must be prepared to be vigilant, understanding that there is still a threat present and they have been asked to evacuate the building quietly, calmly and as safely as it is possible to do so. This may be in the event that an intruder has been detained.

In the event of an immediate evacuation, follow the fire evacuation drill: trigger the nearest drill point so that the alarm sounds and use the walkie-talkie radios to call the ‘fire alarm’, assembling at the nearest fire alarm point.

## Communication

- **Internal communication:** should be through the walkie-talkie radios where possible.
- **Communication with parents:** If necessary, parents will be notified as soon as it is practicable to do so via email/text message using Arbor, led by the Base Leader or person acting in their absence. Main office phone lines may be unplugged if silence is needed, and any phone calls to emergency services will be made on mobile phones. Parents must not come to the base to pick their children up, as they will not be released until it is safe to do so. An information letter will be sent to parents and guardians following the event of a lockdown as soon as it is possible to do so.

## Risk Assessment

This policy has been written in line with SupaJam’s Lockdown Risk Assessment.