



Da Vinci Academy  
A L.E.A.D. Academy

# General Emergency Lockdown Procedures

Review Date	By whom	Summary of changes made	Date implemented
September 2024	Keir Mather	New Template	September 2024

Date of next review: September 2025

## Safeguarding Statement

Through outstanding leadership, we, at Da Vinci Academy, will provide the highest quality education to enable every pupil to achieve their full potential. Da Vinci Academy fully recognises the contribution it can make to protect pupils and support them in our academy. The aim of our policies are to safeguard and promote our pupils' welfare, safety, and health by fostering an honest, open, caring, and supportive climate. The pupils' welfare is of paramount importance.

It is our policy to listen to our pupils, to not place any value judgement on their concerns or supersede their views with our own cultural or racial profiling that may prevent us from fully listening to what our pupils are saying. We will take our pupils' health and welfare seriously and act with urgency to prevent harm and keep them safe.

There is a 'whole academy approach to safeguarding' where safeguarding and child protection underpins all our relevant policies and processes. We operate with the best interests of the child at heart.

Our child protection/safeguarding policy outlines how Da Vinci Academy will safeguard and promote children's welfare to keep our learners safe from abuse, neglect, and exploitation. The policy applies to all adults, including volunteers, governors/trustees, supply staff and contractors working in or on behalf of the setting. A copy of the policy can be found on the academy website.

Da Vinci Academy operates a whole academy approach and ethos to safeguarding and protecting children. Where safeguarding is concerned, we maintain an attitude of "*it could happen here*". We recognise that everyone in the academy has a role to play to keep children safe; this includes ensuring children feel heard and understood, identifying concerns, sharing information, and taking prompt action. Safeguarding and child protection is incorporated in all relevant aspects of processes and policy development. All systems, processes and policies operate with the best interests of a child at their centre. We ensure that all children are safeguarded while on or off academy premises and are proactive about anticipating and managing risks that children face in the wider community and online. To support this the academy assesses the risks and issues in the wider community when considering the well-being and safety of its learners.

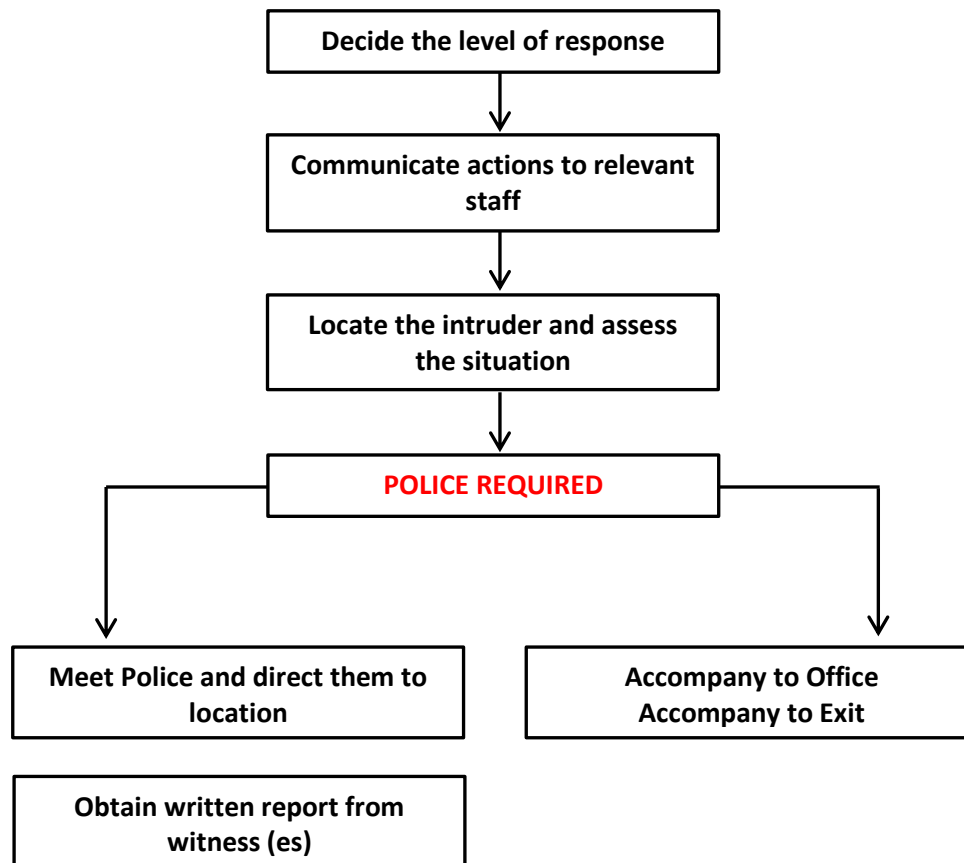
The safeguarding team can be contacted via [safeguarding@davinciacademy.co.uk](mailto:safeguarding@davinciacademy.co.uk)

## General Emergency Lockdown Procedures

<b>Start of Lockdown</b>	Lockdown alarm is sounded
<b>End of Lockdown</b>	Lockdown alarm is turned off

### Incident Control Officers & Response Team

### **(Jayne Scattergood) HEADTEACHER'S ACTION**



### Communication

1. In the event of a critical incident requiring "Lock Down" the person witnessing the incident notify the school office to raise the alarm. The office staff member receiving the incident call will notify the Headteacher or Deputy Headteacher.
2. The Headteacher and/or the person-in-charge (PIC) at the time of the incident will determine the need for a "Lock Down" and sound the appropriate alarm.
3. An Emergency Lockdown will be indicated by the 'lockdown alarm'.

### Alternative signal:

4. The Headteacher or PIC shall immediately contact Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded.

## **Communication arrangements – Two-way radios, mobile phones and email.**

### **Procedures**

1	<p>Sound Alert – Activate Lockdown procedures immediately.</p> <p>If the “Lock Down Alarm” is sounded before school, during break or lunch time students are to move directly to the nearest classroom/room as long as it is safe to do so. <b>Most suitable rooms are likely to be classrooms, hall, sports hall, offices.</b></p> <p>If it is not safe to do so listen carefully to the instructions of staff.</p> <p>If the “Lock Down Alarm” is sounded during an outdoor PE lesson, please follow the instructions of your teacher who will direct you.</p>
2	Dial 999
3	Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)
4	School staff are to stay in, or move to, the nearest classroom, office or outside space if it is not safe or practical to enter the building.
5	Staff who are not working directly with students, are to move promptly to the corridors or outside areas and direct students to a safe area, if it is safe to do so.
6	The site staff are to lock all perimeter gates, if it is safe to do so.
7	The Headteacher must stay in, or move to, the reception area to facilitate communication (if safe to do so)
8	Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
9	Each person should stay away from windows and doors and remain low to the ground.
10	Students and staff should position themselves underneath their desk.
11	Staff should remove high visibility jackets.
12	Everyone is to remain <u>silent</u> .
13	No one is to answer the door under any circumstances once it is locked and secured.
14	Students who are out of lesson when the “Lock Down Alarm” sounds should go into the nearest classroom.
15	Lock classroom and other doors (if lockable), block the door with a table if you deem this necessary.
16	Close and lock windows (if possible).
17	Close blinds (if possible).
18	Turn off lights and computer monitors.
19	<p>Should the fire alarm sound during a lock down, do not evacuate the building unless:</p> <ul style="list-style-type: none"><li>• You have first-hand knowledge that there is a fire in the building or</li><li>• You have been advised by Police or the Headteacher to evacuate the building.</li></ul> <p>• Remember during a fire drill you <b><u>MUST</u></b>:</p>

	<ul style="list-style-type: none"> <li>• <u>Leave all items in the building</u></li> <li>• <u>Exit the building calmly via the nearest exit</u></li> <li>• <u>Follow the instructions of staff</u></li> <li>• <u>Line up in your tutor group in single file, in register order in SILENCE</u></li>   <li>• You <u>MUST</u> follow the instructions of your form tutor who will register you.</li> </ul>
20	Students and staff should stay where they are until official notification is provided by the Headteacher or an identified Police Officer that the lockdown is over.
21	Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Headteacher or designated serious incident co-ordinator should notify parents via local media and with the assistance of local Police.
22	In conjunction with local Police, the Headteacher or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.