

FIVE RIVERS Multi Academy Trust



**Five Rivers Multi Academy Trust
Stay Safe Policy**

Policy start date: January 2017

Reviewed: January 2021 JC

Amended: September 2019 JC

17 October 2020 JC – no amendments

Next review due: January 2022



Introduction

Five Rivers Multi Academy Trust's Stay Safe Policy should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils within the academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures or stay safe principles 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 school site (with the potential to pose a risk to staff and pupils);
- Firearms and weapon attacks;
- 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.

Lockdown principles

The following basic principles are to be followed in the case of 'lockdown':

- Staff to be alerted to the activation of the plan by two-way radio communication.
- Pupils who are outside the academy buildings are to be brought inside as quickly as possible.
- Those inside the academy should remain in their classrooms.
- All external doors and windows are to be locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Once in lockdown mode, a register is to be taken and staff should notify the office when asked of any pupils not accounted for.
- Staff should encourage pupils to keep calm.
- As appropriate, the academy should establish communication with the Emergency Services as soon as possible.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.
- Staff should await further instructions.



Please note that use of alarms should be avoided to reduce the incorrect response to the incident.

Achieving Dynamic Lockdown

- A planning meeting should take place involving members of SLT and the premise team.
- Planning should identify all access and egress points in both public and private areas of the site. Remember, access points may be more than just doors and gates.
- Identify how to quickly and physically secure access/egress points.
- Identify how your site can be sectorised to allow specific areas to be locked down.
- Staff roles and responsibilities should be included in the plans.
- Staff must be trained to act effectively and made aware of their responsibilities.
- Stopping people leaving or entering the site – directing people away from danger.
- Ability to disable lifts without returning them to the ground floor should be considered.
- Processes need to be flexible enough to cope with and complement evacuation.

It is of vital importance that the academy's lockdown procedures are familiar to members of the senior management team, academy administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Parents too should know that the academy has a lockdown plan, and a copy should be placed on the academy's website.



Lockdown arrangements

Partial lockdown

Alert to staff- by the form of two-way radio communication (“Message to all staff, message to all staff. Silver lockdown, Silver lockdown). This message should be repeated multiple times.

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

Immediate action

- Remain calm.
- All outside activities are to cease immediately. PE students are to return to the sports hall. Pupils on break are to return to their classrooms. Duty staff at break/lunch are to be informed of any incident.
- Pupils and parents attending Breakfast club must remain in the dining hall.
- All staff and pupils are to remain in the building and external doors and windows are to be locked.
- Register taken - the office will contact each class in turn for an attendance report.
- Free movement may be permitted within, but not between buildings, dependent upon circumstances.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

Partial lockdown is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate.



Full Lockdown

Alert to staff- by the form of two-way radio communication (“Message to all staff, message to all staff. Gold lockdown, Gold lockdown). This message should be repeated multiple times.

This signifies an immediate threat to the academy and may be an escalation of a partial lockdown.

Immediate action:

- Remain calm.
- All pupils are to return to base (classroom being taught in, and for those on break/lunch to the closest classroom). PE students to go to the sports hall, dining students to remain in the dining hall etc.
- Pupils and parents attending Breakfast club must remain in the dining hall.
- External doors are to be locked.
- Classroom and office doors are to be locked where possible.
- Windows are to be locked with blinds drawn, all are to sit quietly out of sight (e.g. under desk or around a corner where possible).
- Register taken - the office will contact each class in turn for an attendance report.

Staff and pupils are to remain in lockdown until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep lines of communication open but should not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels are:

- Using internal e-mail system and await further instruction.
- Instructions could also be passed on via text message in an emergency.



Communication between parents and the school

Academy lockdown procedures, especially arrangements for communication, should be routinely shared with parents. This could be achieved through the academy newsletter or via the website. In the event of an actual lockdown, the incident or development must be communicated to parents as soon as is practical. It is obvious that parents will be concerned, but regular communication of accurate information will help to alleviate undue anxiety.

Parents 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 the academy is doing everything possible to ensure his/her safety.
- do not need to contact the academy. Calling could tie up telephone lines that are needed for contacting the emergency services.
- do not come to the academy.
- wait for the academy to contact them about when it is safe for them to come and collect their children, and where this will be from.

The 'communication with parents' part of the plan needs to reassure parents that the academy understands their concern, and that everything that can possibly be done to ensure the 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 be un-manned, external doors locked and nobody allowed in or out.'

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 depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal/Head Teacher with regards to the timing of communication to parents.



3. Stay Safe Principles

Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack.

If possible, staff are recommended to follow the RUN HIDE TELL guidance until the police arrive on the scene. The guidance recommends: -

1. **RUN** if you can, if you can't run then
2. **HIDE**, and then, when you can,
3. **TELL** the police what's happening so they can get help there quickly to stop the threat. Also tell others of the threat so they don't approach danger.

The information provided is guidance on action that could be taken in this situation, however, if someone is in immediate danger and their life is being threatened, the Trust would never criticise their actions.

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN - if not, HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind
- If possible, run in the direction of a built-up area

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls



- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker - numbers, features, clothing, weapons etc.
- Further information - Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers' instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so