



SUPAJAM EDUCATION IN MUSIC AND MEDIA

Lockdown Procedure

September 2019

(Next review date September 2020)

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 and staff.

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 being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the college;
- The close proximity of a dangerous animal roaming loose.

Lockdown drills and preparation

Lockdown Drills are held once a year. Lockdown drills are logged and followed by a meeting between the CEOs, Director of Programmes, Operations Manager, Tutors and the Designated Safeguarding Leads.

Lockdown Marshals

Lockdown Marshals have received internal training with regards to procedures in the event of a Lockdown. At each building there are three designated Lead Lockdown Marshals. The Lead Lockdown Marshals for SupaJam are as follows:

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| 1. Alice Birchmore, Operations Manager |
| 2. Michelle Knell, Safeguarding Manager |
| 3. Stefan Hallett, Student Support Manager |

In the event that any of the above staff are unavailable during a Lockdown, either CEO David Court or Nick Stillwell or Centre Manager Dan Broad will replace that member of staff and their designated area/ responsibilities.

How to trigger the Lockdown Procedure:

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

Please also send a message in the SupaJam Staff Lockdown WhatsApp group. Staff from Orchards Academy will then also receive a notification so they can trigger their own lockdown procedure.

Responsibilities in the event of a Lockdown

Teaching Staff:

- Liaise with Lockdown Marshals where applicable;
- Blinds should be lowered/closed and students asked to sit under the desks or out of sight of windows and doors;
- Keep students calm;
- Staff and pupils remain in lockdown until it has been lifted by a senior member of staff / emergency services;
- Any students in the corridor, immediately call them into your room;
- Please close/lock your classroom door;
- Access the SupaJam Staff Lockdown WhatsApp group and await further instruction.

Lockdown Marshals:

- Bring pupils who are outside of the school buildings inside as quickly as possible;
- Ensure those inside the college remain in their rooms;
- Check corridors for students that are out of lessons. Any students in the corridor, ask them to go into the nearest classroom;
- Check the toilets for students;
- All internal doors to be locked;
- External doors locked where possible and if safe to do so;
- If necessary, parents will be notified as soon as it is practicable to do so via email/text message;
- Do not release students to parents during a lockdown;
- During the lockdown, keep agreed lines of communication open;
- A debrief meeting is held after each Lockdown drill/evacuation with the Lockdown Marshals and an email is sent to all staff summarising. This meeting may also lead to a discussion held with members of the SupaJam community that didn't follow the procedure.

Procedure for a Lockdown due to an internal incident.

In the situation where a student is threatening staff or students, either verbally or with a weapon, please follow these steps:

1. Evacuate the classroom and move staff and students to the nearest available room.
2. Secure the student in the classroom if possible. No staff members should remain in the room.
3. Trigger the lockdown procedure using the instructions on the previous page.
4. All staff to enforce their lockdown responsibilities.

Staff should never put themselves or others in any unnecessary risk and should only approach situations they have been trained for.