

Darland High School Shelter and Lockdown Policy

November 2021

Darland High School's Shelter Policy will be activated if:

- We are required to safely 'shelter' persons inside the building. This could be for any of (but not restricted to) the following serious scenarios:
 - A reported incident or disturbance within the immediate local community which potentially poses a risk to the school community.
 - A person is present on the school site with the potential to pose a risk to pupils, staff or visitors.
 - A credible warning being received regarding a local risk of air pollution (e.g. smoke, gas cloud, fire etc.)
 - There is in close proximity to the school or on school site, a dangerous animal roaming loose.

Procedure

In response to any of the above serious scenarios. A member of SLT or any member of staff may sound the alarm:

1. **Continuous sounding of the school bell (at Main Office or Pastoral) for approximately 10 seconds.**
2. **Pupils & Staff to**
 - a. **Remain in classrooms* they are in at the time of the incident.**

or

 - b. **If during lunch or mid-morning break, all pupils and staff to return to their form rooms.**
 - c. **Staff who are not teaching / those who are not form tutors, please report to Faculty Office area with laptops and await further guidance.**
 - c. **SLT who are not teaching to report to Headteacher's office.**
3. **All external doors will be locked by the duty caretaker or nearest senior persons.**
4. **Classroom doors locked if / where possible.**
5. **Windows are locked /closed and blinds are closed.**
6. **Pupils are to sit quietly, if possible out of sight of the windows.**
7. **Registers to be taken electronically by the teacher in each classroom.**
8. **Staff to access their emails and await further instruction/advice from SLT**
9. Register information will be given to the main office as soon as it is safe to do so.
10. Staff and pupils remain in 'Shelter' Position until the Senior Leadership Team or Emergency Services say it is safe or give instructions to move to a different location.
11. **At any time during the Shelter situation the fire alarm may sound which is a signal to evacuate the building.**
12. During all Shelter situations staff will keep communication lines open (but not making unnecessary calls to Senior Leaders, as they could delay important communications). All Staff have access to our internal email system, and should promptly access their accounts for any updates on the situation.

* Where a member of staff (e.g. PE) thinks it is not possible to enter the school building safely, they should tell the pupils to hide or proceed with pupils to St Peter's School and raise the alarm. The school office will alert St Peter's School of the current situation. PE staff on the field should carry a walkie-talkie with them, which should be activated upon hearing the recognised signal.

Communication with Parents / Carers

If a Full Shelter Procedure takes place – parents will be informed when appropriate to do so via the school's usual procedures – SIMS ParentApp and Email.

The school will hold an annual Shelter Procedure drill, and will inform pupils and parents in advance. Parents and carers will be made aware of the school has a Shelter Policy. However they will not be made aware of the contents of the plan due to the potential to render the plan ineffective.

Shelter Procedures will be displayed in classrooms and throughout the school.