

## **Darland High School Shelter and Lockdown Policy**

November 2023

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

- We have at school a reported incident or civil 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 etc.)
- A major fire occurs in the vicinity of the school.
- There is in close proximity to the school, a dangerous animal roaming loose around the site.

### **Procedures / Protocols**

This is a sensible and proportionate response to an external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors to the school.

We aim to minimize disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. If alarm is raised and you are outside with a group of pupils you should if possible enter the school building.

However if you think this is not possible you could tell the children to hide or disperse, or run to St Peter's School and find a place of safety. In this case, the school office will alert St Peters. Staff will be alerted to the activation of the Shelter Policy by a recognised signal.

### **Continuous sounding of the school bell.**

- All pupils remain in classrooms they are in at the time of the incident.
- If pupils are on lunch break or mid-morning break, all pupils return to the room where their next lesson is to be held.
- All external doors will be locked by the duty caretaker.
- Classroom doors locked if possible.
- Windows are locked and blinds are closed.
- Pupils are to sit quietly if possible out of sight of the windows.
- Registers to be taken electronically by the teacher in each classroom.
- Register information will be given to the main office as soon as it is safe to do so..
- Staff and pupils remain in Shelter Position until the Senior Leadership Team or Emergency Services say it is safe.
- At any time during the Full Lockdown the fire alarm may sound which is to evacuate the building.
- During all Shelter situations staff will keep communication lines open (but not making unnecessary calls to Senior Leaders, as they could delay more important communications). We will make discreet communication. All Staff have access to our internal email system, and should promptly access their accounts for any updates on the situation.

Pupils will be made aware of what Shelter Policy is and when it might happen. At the beginning of every year, pupils will be reminded of what to do if the school bell sounds continuously. 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 throughout the school.

### **Communication with Parents / Carers**

If a Full Shelter Procedure takes place – parents will be informed via the school's usual procedures.