# The Lioncare School
# School Lockdown and Security Policy & Procedure

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**This Policy Primarily Relates to the following Legislation and Regulation and Statutory Guidance**

- The Education (Independent School Standards) Regulations 2014
- The Independent School Standards: Guidance for independent schools April 2019
- Working Together to Safeguard Children (February 2024)
- Keeping children safe in education 2023: statutory guidance for schools and colleges September 2023
- The Education (Independent School Standards) Regulations 2014
- School and college security guidance (updated October 2023)
- Health and Safety at Work Act 1974
- the Management of Health and Safety at Work Regulations 1999

**This Policy Applies To:**

a) All those directly employed by The Lioncare Group and particularly those working in the school setting and who are in positions and roles that require them to interact with or work alongside or around or in proximity to the children in our care.

b) All those indirectly employed by The Lioncare Group by virtue of being sub-contracted or commissioned and paid by The Lioncare Group to carry out work on behalf of The Lioncare Group and where such work causes them to interact with or work alongside or around or in proximity to the children in our care and particularly those working in the school setting.

c) All those working in partnership with The Lioncare Group in the form of voluntary work or student placements and where such work or activity involves interacting with or work alongside or around or in proximity to the children in our care and particularly those working in the school setting.

**Responsibilities Associated with this Policy:**

All employees, whether they are 'front-line' engaged directly in the task of caring for, educating, and supporting the children in our care, or 'ancillary' (e.g. house keeper, maintenance worker, administrator etc.), are personally responsible for managing their own conduct in relation to following this policy.

All employees whether they are 'front-line' or 'ancillary' are also responsible for supporting their colleagues and co-workers to follow this policy.

Members of the management team (senior therapeutic carers, therapeutic support team manager, deputy managers, school operations manager, business manager, training manager, registered managers, head teacher,) are responsible for ensuring all those employed directly are made aware of this policy and guidance, and for managing and monitoring its appropriate implementation, and for taking necessary action to guard against any breach of this policy and especially when they work in the school setting.

The executive team (chief operations officer and chief executive officer) are responsible for reviewing this policy periodically, and for ensuring this policy remains fit-for-purpose.

**Monitoring and Review of this Policy:**

This policy and its implementation and including any corresponding guidance will be monitored periodically by the executive team and in consultation with relevant persons and particularly the school, operations manager and the headteacher.

## Policy Statement

It is important that The Lioncare School, and The Lioncare Group as the parent organisation, has a policy and plan in place to manage and respond to security related incidents.

Our school lockdown and security policy complements our safeguarding policy, particularly where it puts in place

measures to protect children and employees and addresses the possibility and potential for the school being subject to a serious terrorist and/or extremist weapons attack. It forms part of our suite of policies to ensure the health, safety and well-being of our children and our colleagues and employees, and visitors to our school and therapeutic community.

We have a named competent person who leads in health and safety, and security. This is currently **Lucy Steer**, school operations manager, who is also the designated safeguarding lead for The Lioncare School. The school operations manager is assisted in their health and safety and security duties and responsivities by the headteacher, currently **Dale Brown**, and therapeutic support team manager, currently **Chris Poole**, who are both also the deputy designated safeguarding leads for The Lioncare School. The chief executive officer, currently **Matt Vince** (also chair of The Lioncare School) and the chief operating officer, currently **Jane Rayner** (also deputy chair of The Lioncare School) have ultimate responsibility and authority on health and safety and security matters and arrangements for The Lioncare School and for The Lioncare Group itself.

Colleagues/employees and, where appropriate, the children are expected to take personal responsibility (where it is in their capacity to do so) for both their own security and the security of those with whom they work and learn alongside. This, along with the effective management and handling of security related matters, helps to ensure that all are able to work and be taught in a safe and secure environment, including the online environment.

We take appropriate measures to make sure colleagues/employees children and visitors to the school are familiar with what is required by our school lockdown and security policy and plan. The school leadership team keep themselves aware and updated on relevant security networks and how to effectively evaluate and assess the impact of any new initiatives on our school lockdown and security policy and its day-to-day operation.

To be clear, in the United Kingdom schools are under threat from a terrorist and/or extremist weapons attack, and this includes The Lioncare School. Presently the threat is low. However, it is a low threat and not 'no threat' and therefore we require a contingency plan and procedures to be in place to deal with this, similar to our fire and emergency evacuation procedures.

However, unlike fire and emergency evacuation procedures that instruct us to evacuate to the designated assembly point, our school lockdown and security procedure has provision for invacuation to a safe area, or temporary refuge area, within the school building. A safe/temporary refuge area is a place that is safer than staying where you are and safer than immediately evacuating.

Our school lockdown and security policy and associated procedure assists us in the production of a contingency plan to cover a range of potential situations and security threats, including but not limited to;

- Intruders
- Bomb-threat or threat of an extremists weapons attack on the school
- civil disturbance
- a major fire or other incident nearby

**Aim of the School Lockdown and Security Procedure**

The aim of the school lockdown and security procedure is to protect children colleagues/employees and visitors to the school, from a terrorist and/or extremist weapons attack until the police arrive to take control of the situation.

**Stage 1**

The school operations manager carries out a vulnerability assessment of the school's buildings and grounds using a 'traffic light' system. This involves using a plan of the whole school site (buildings and surrounding grounds) to colour the areas red, amber or green depending on how vulnerable they are to attack, with red being the most vulnerable. To do this, the school operations manager puts themselves in the position of the attacker and asks themselves how they would carry out an attack, and where are the easiest places to gain access? The areas showing green on the completed (coloured-in) plan of the whole school site, are the areas that are difficult to find and/or most likely to provide protection.

**Stage 2**

The school operations manager carries out a 'space assessment', using approximately $0.5m^2$ per person to calculate how many can be accommodated in that 'safe refuge area'. If the green areas are found to be insufficient to

accommodate all those who may be present on the school site, some of the amber areas may have to be used. In making the choice of where to go, some other factors need to be considered;

- it is best to move people short distances - longer routes can lead to disruption and panic.
- routes to safe areas also need to be safe, e.g. do not take people outside to move back indoors somewhere else.
- people need to be kept informed, every couple of minutes, while in these areas. This can be done using text-messaging or a designated WhatsApp group.
- Ideally, facilities such as toilets and water should be nearby.
- It has been found that groups (e.g. classes) who know and work with each other are better kept together as this lowers stress.

**Stage 3**

Having calculated where people can be safely and comfortably accommodated, the school operations manager then writes the procedures to be followed. In doing this, they consider three key factors:

1. **Time:** As with a fire alarm, consideration should be given to what will be used as the 'school lockdown alarm'. This must be significantly different from the fire alarm to avoid confusion. Given the small size of The Lioncare School, and the small number of children and adults present in the school, something such as a loud whistle or an air-horn, solely used for the purpose of sounding 'the school lockdown alarm', might be most effective. Whatever is decided, it is essential that all know and are familiar with the sound and what to do when they hear it. It may be very difficult to realise that an attack is taking place, and time is of the essence.

2. **Control:** Control of an incident is essential, otherwise there is a strong chance of panic. The school operations manager, or in their absence, the head teacher or in their absence the therapeutic support team manager and in that order, has been nominated by the chair of The Lioncare School (and CEO of The Lioncare Group) to take charge control and authority of the situation occurring within the school building and grounds. In this way there is always a named and known controller who takes charge of the situation, and who has received necessary training and/or guidance to instil confidence in the procedures.

   A dedicated WhatsApp group has been created specifically and only for use in a school lockdown and security situation, and managed by the named controller, to assist in keeping those in both safe refuge areas updated, contacting updating and liaising with the police, and keeping the chief executive officer appraised of the situation. The chief executive officer (or in their absence, the chief operating officer) takes charge control and authority for managing all external and organisational aspects of the situation.

   The controller, who for The Lioncare Group will primarily be the school operations manager, must consider the safest and most protected area of the building in which they can carry out their vital role in controlling the situation; this will not necessarily be the main office or the headteachers office, but may be an entirely different location in the building.

   Please refer to the diagrams below that show the route to the safe refuge areas on each level of the building. The designated safe refuge areas for The Lioncare School have been identified as being:

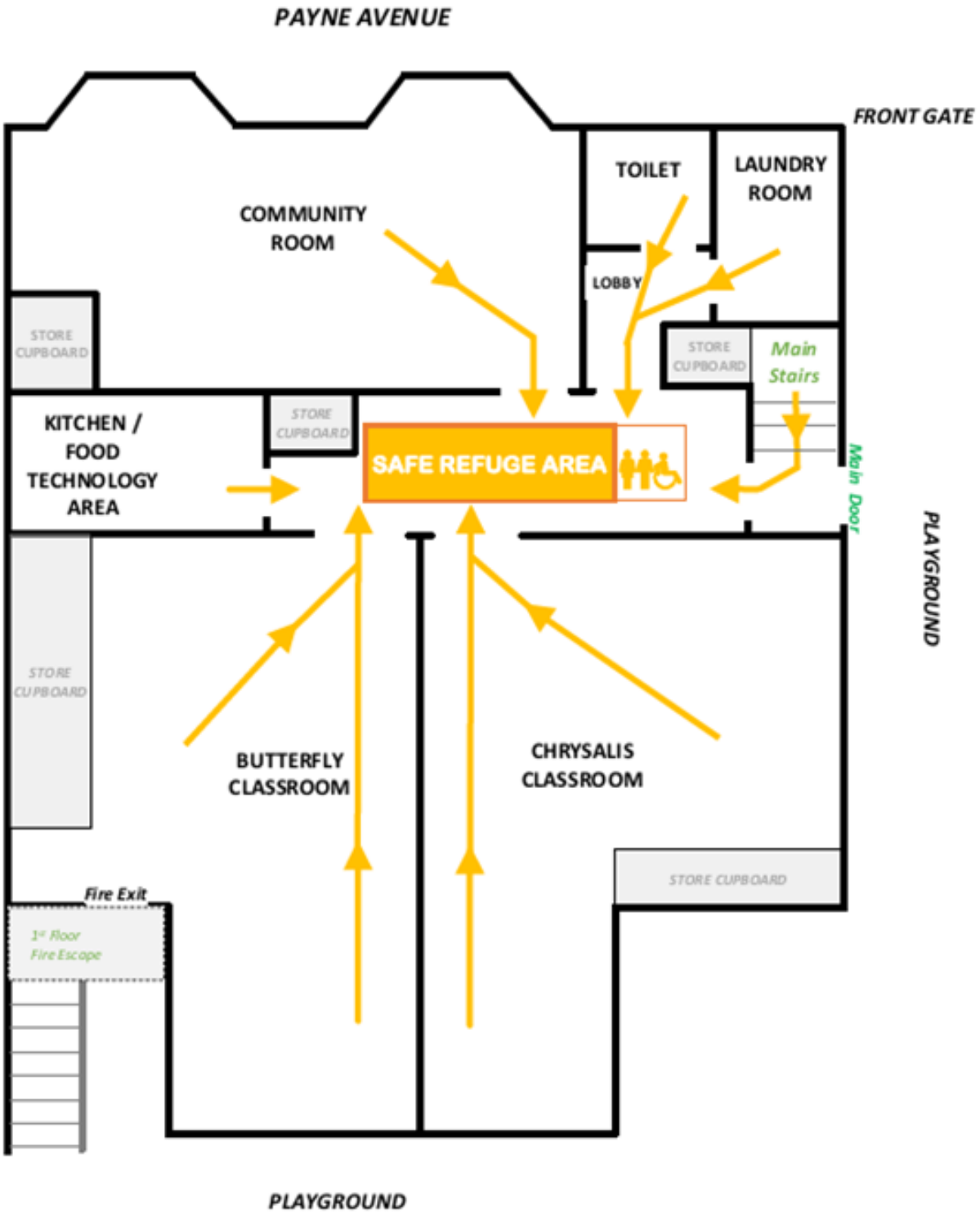
   A. The ground level main corridor; for those located on the ground floor of the building
   B. The first level community area; for those located on the first floor of the building

3. **Simplicity:** Procedures must be kept simple and be usable under stress and at different times of the day, e.g. during arrival of children, lunchtime and during any after-school activities. The current three special needs class teachers are best-placed to take responsibility for actually implementing and carrying out the school lockdown and security procedures in a real 'live' lockdown or security breach situation, as they have already established their leadership and authority roles for their respective class groups, have formed trusting professional relationships with the children in their class group, and already have a responsibility for guiding and accounting for children in their class during a fire or emergency evacuation situation or incident.

# The Lioncare School

## Ground Level Lockdown Safe Refuge Route

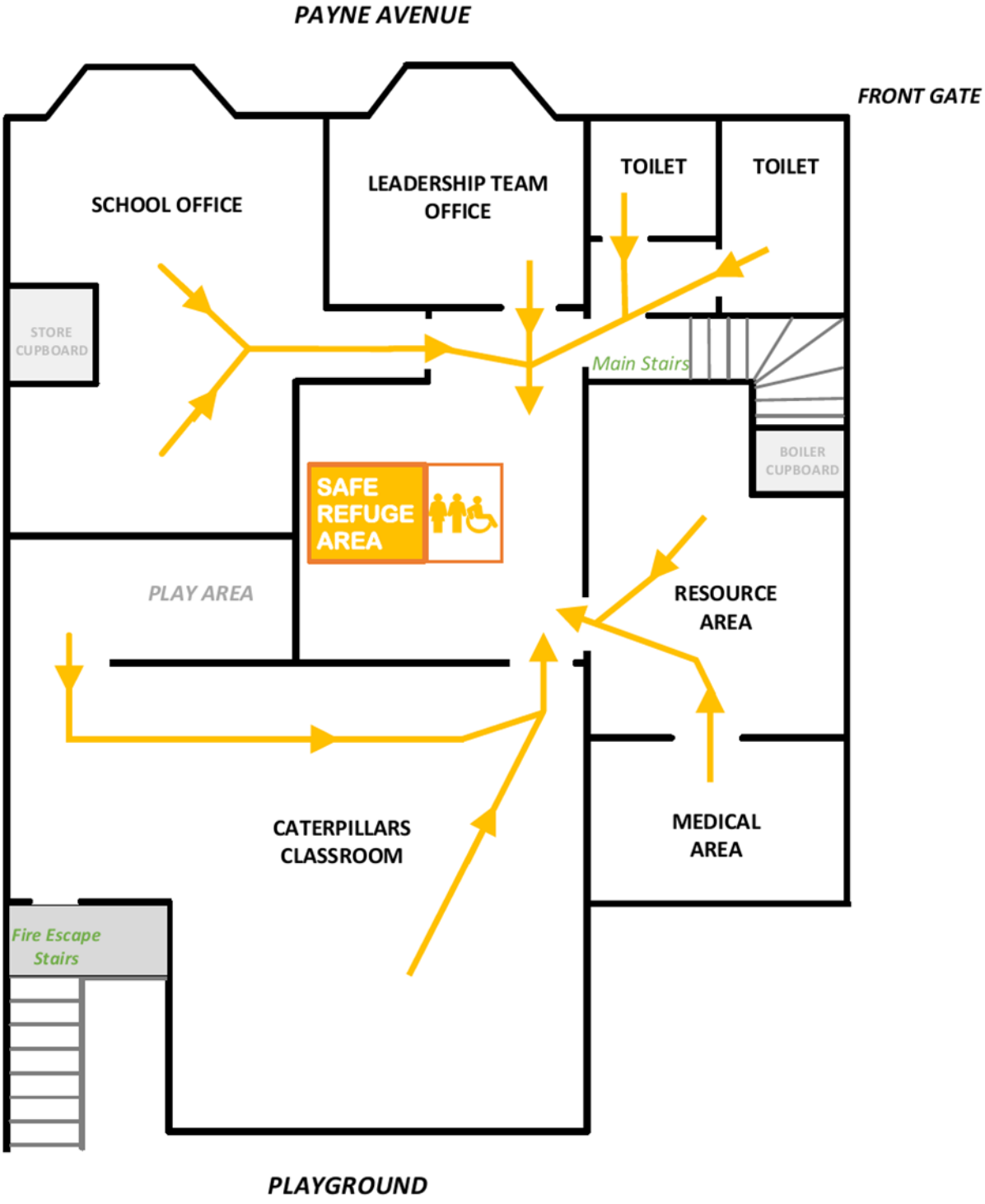
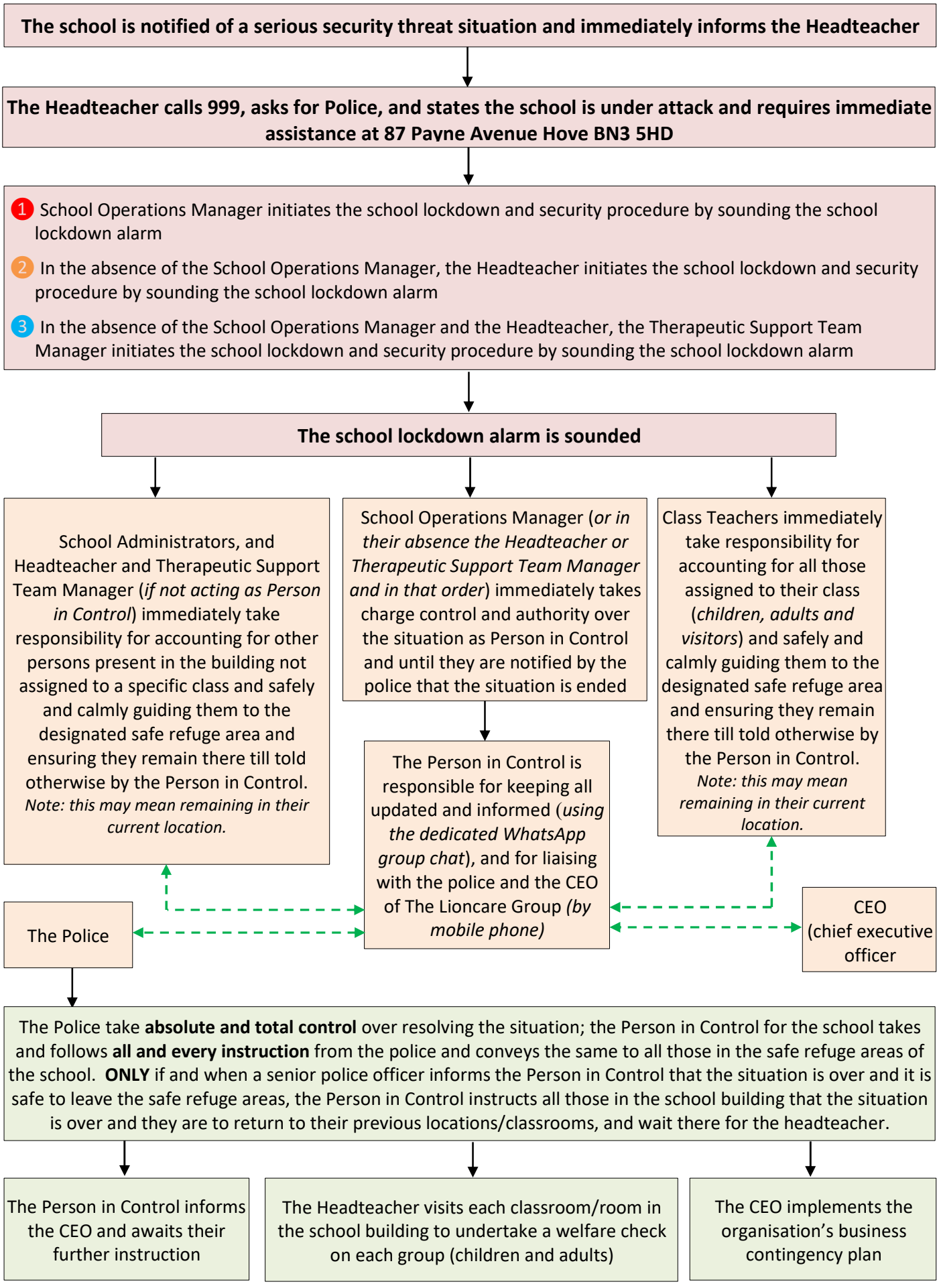
KEY
Route to Safe Refuge Point



# The Lioncare School

## First Level Lockdown Safe Refuge Route

KEY
Route to Safe Refuge Point



**School Lockdown or Security Breach Situation Flow-Chart**