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# Lock Down Policy and Procedures

March 2025



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## DOCUMENT CONTROL

<b>Author/Contact</b>	Richard McGuire	
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Any printed copies should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.		

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02	Dec 2018	Reviewed – no amendments except a typo	K Reay
03	June 23	Reviewed – some amendments to procedure	R McGuire
04	March 25	Reviewed – some amendments to procedure following new install	R McGuire



1. Lockdown procedures are 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 students in the Academy. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.
  
2. 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 students in the Academy);
  - An intruder on the Academy site (with the potential to pose a risk to staff and students);
  - A warning being received regarding a risk locally of air pollution or similar etc;
  - A major fire in the vicinity of the Academy;
  - The close proximity of a potentially dangerous animal roaming loose.
  
3. The Academy’s lock down plan is as follows:

Signals	
Signal for lockdown	<p>Main – Academy tannoy system will sound with the message -The school is in lockdown. If silent alert is require a light will flash on the mounted speaker with the written message lockdown.</p> <p>Or</p> <p>Verbally from Academy Senior Leadership Team Via loud speaker from reception or by audible alarm, followed by confirmation email.</p>
Signal for all-clear	<p>Main – the academy tannoy system will sound ‘ The school is all clear’.</p> <p>Verbally from SLT if required.</p>

Lockdown	
Rooms most suitable for lockdown	<p>All classes to remain in own classrooms. Communal rooms which are also available are POD, Sports Hall and Theatre. See movement procedures for more detail.</p>



Entrance points (eg doors, windows) which should be secured	<ul style="list-style-type: none"> <li>- External doors</li> <li>- Fire doors</li> <li>- Internal doors</li> <li>- All windows</li> <li>- Reception – automated doors</li> </ul>
Communication arrangements	<ul style="list-style-type: none"> <li>- Two way radios</li> <li>- Mobile phones</li> <li>- Email</li> </ul>
If someone is taken hostage on the premises, the Academy should seek to evacuate the rest of the site if safe to do so. This should follow normal evacuation procedures.	

Ref	Initial Response – Lockdown	Tick/Initial/Time
L1	Ensure all students are inside the Academy building. Alternatively, ask students to hide or disperse if this will improve their safety.	<input type="checkbox"/>
L2	Lock/secure all entrance points (eg doors, windows) to prevent the intruder entering the building – Facilities team and Reception team.	<input type="checkbox"/>
L3	Summon relevant emergency services – Dial 999. SLT/Reception.	<input type="checkbox"/>
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>- Block access points (eg move furniture to obstruct doorways);</li> <li>- Sit on the floor, under tables or against a wall;</li> <li>- Keep out of sight;</li> <li>- Draw curtains/blinds;</li> <li>- Turn off lights;</li> <li>- Stay away from windows and doors;</li> </ul> <p>Class teachers responsible for own class</p>	<input type="checkbox"/>
L5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	<input type="checkbox"/>
L6	If possible, check for missing/injured students, staff and visitors.	<input type="checkbox"/>
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	<input type="checkbox"/>

- Staff will be alerted to the activation of the lockdown plan through SLT, and the use of the recognised audible alarm signal sequence (initiated by the Reception team or SLT);



- Students who are outside of the Academy buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside they will be instructed to hide;
- Those inside the Academy should remain in their classrooms;
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked);
- Once in lockdown mode, staff should notify the office immediately of any students not accounted for via two way radio or email, this should be shared with M-SLT and M-Attendance immediately.
- Staff should encourage the students to keep calm; mobile phones are not permitted to be used by students at any point.
- As appropriate, the Academy office will establish communication with the Emergency Services, United Learning and Cumberland County Council.
- Parents will be notified as soon as it is practicable to do so via text messaging;
- Students will not be released to parents during a lockdown;
- If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via SLT and other senior staff;
- **Staff must not release students from lockdown until the all-clear has been given.**

### **Partial Lockdown**

Alert to staff: “Inside – Inside - Inside”.

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 students in the Academy. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate action:**

- All outside activity to cease immediately; students and staff return to the building. Staff will be alerted via SLT and/or senior staff;
- All staff and students remain in the building and external doors and windows locked;
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff.

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



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'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.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **Full Lockdown**

Alert to staff: "The school is in lockdown".

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

### **Immediate action:**

- All students return to classroom;
- All external doors locked;
- Classroom doors blocked;
- Windows locked, blinds drawn, students sit quietly out of sight under tables;
- Register taken/head count within each classroom; any missing students or staff will be collated by SLT/senior staff;
- Staff and students 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 an instruction to evacuate the building;
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, but will not make unnecessary calls to the office as this could delay more important communication.

### **Vulnerable Classroom Movement Plan:**

Due to the nature of the building there are some classroom spaces which do not have natural barriers, in the event of a lockdown these classes should move to:

Classroom	First destination:	If unsafe:
G42	G41	
G46	G45	
F24/F25	POD	Fire Escape Stairwell
F30	F28	F29B
F35	F34	
F39	F38	



S13	S12	Fire Escape Stairwell
S25	S24	
S29	S28	
Independent Learning	S19	
S18	S16	Fire Escape Stairwell
Staff Area	F40B	

If a child is on route to or from the toilet they must access the closest classroom, if a child has left a lesson this must be notified by email to M-SLT and M-Attendance immediately.

### **Communication**

All communication with the media will be via the Principal in liaison with UL. This instruction is to be communicated to all staff and students.

Staff, students, visitors and anyone else in the Academy should be instructed not to communicate externally to the Academy during the period of the lockdown, eg using text, phone, email or social media.

### **Between Parents/Carers and the Academy**

Academy lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents via the Academy website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable using the text messaging service.

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 it is doing everything possible to ensure his/her safety;
- Do not need to contact the Academy. Calling the Academy could block up telephone lines that are needed for contacting emergency providers;
- Do not come to the Academy. They could interfere with emergency provider's access to the Academy and may even put themselves and others in danger;
- Wait for the Academy to contact them about when it is safe for them to collect their children, and where this will be from.
- **Parental Message:**
- The following message will be sent through Arbor: *Morton Academy has initiated its Lockdown procedures. Please do not attempt to contact your child or come to the academy until you have*



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*received further notification as this could place your child or others at risk. It is highly likely that there is nothing to worry about.*

### **Between Academy and the Emergency Services**

If any member of staff becomes aware of a significant threat to the academy they should call 999 alongside notifying senior staff immediately. The Principal will make a follow up 999 call and will take over the lead if they are not the initial call maker.

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 with regard the timing of communication to parents.

### **Exercises**

It is of vital importance that the Academy's lockdown procedures are familiar to all members of the Academy staff, eg SLT, reception staff, facilities staff, admin staff, teaching staff and support staff. To achieve this, a lockdown drill will be undertaken at least once a year. Students will also be made aware of the plan – regular practices will increase their familiarity.

It will also be good practice to:

- Conduct a number of table top exercises with the SLT to test the procedures against various scenarios;
- Rehearse lockdown arrangements with all staff and students;
- Display lockdown drill information in every classroom alongside information relating to fire evacuation.



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