

Inclusion School “Stay Put” (aka Lockdown) Procedure 2023/24

This Stay Put procedure may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to Inclusion School
- An intruder on the site with the potential to pose a risk to learners or staff
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of Inclusion School
- A dangerous dog roaming loose

Stay Put drills

Inclusion school will practice lockdowns at least once a year

Jays Close, Viables Business Park, Basingstoke, RG22 4BS	
Staff responsibilities	
Headteacher	<ul style="list-style-type: none"> ● Make contact with emergency services. ● Deputy Headteacher (SEN & Learner Welfare) or key holder for the day to do this in the absence of the Headteacher.
Other staff members	<ul style="list-style-type: none"> ● Tutors and support staff: are to stay with learners and be responsible for those in their own room and those nearest to their room. ● Headteacher and/ or Site Manager / Fire warden for each floor: ensure all access points and windows are secured. ● Deputy Heads and Pastoral Manager: communicate with parents
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> ● Dedicated ‘lockdown’ alarm tone (3 second multiple bursts) activated by person responsible on each floor (Admin office / Headteacher / Deputy Head(s) / Fire Warden) ● x1 Signal horn to be kept in Admin office (G) / SLT office (1) / DHT room (2) ● Internal whole team Stay Put (lockdown) message sent to all staff via “First Aid/Urgent” WhatsApp group
All clear signal	<ul style="list-style-type: none"> ● Dedicated ‘lockdown’ alarm tone (10 second continuous tone) activated by Headteacher or Deputy Heads identified above in absence of the Head. ● Internal whole team All Clear message sent to all staff via WhatsApp
Evacuation signal	<ul style="list-style-type: none"> ● Fire Alarm bell , then use the Evacuation plan - in the event evacuation is deemed required and safe.
Stay Put	
Assembly points	<ul style="list-style-type: none"> ● Follow fire evacuation process to the Chiller and bin store in the car park - only to be used if the evacuation signal is given

	<ul style="list-style-type: none"> • Safe Space areas are identified for all areas of the building (please see appendix 1)
Entrance and exit points	<ul style="list-style-type: none"> • Main door locks via the door access system, and can be opened via a timer, key fob, the physical override button, or by specific PC's and staff mobile via the system app • Doors to 'The Space' and first and second floor stairwells to the main areas are also controlled via the door access system (see point above) - those in the admin team to use the app to ensure all internal doors are locked on hearing the alarm • First and second floor teaching space door to the toilet corridor to be manually locked following the check of toilets by the designated person (Fire Warden/Marshall). • Lock all internal classroom doors where possible (please see appendix 1)
Bringing pupils inside	<ul style="list-style-type: none"> • Internal whole team Stay Put message sent to all staff via WhatsApp, those staff with learners outside the building to keep learners away from building and seek refuge in the nearest safe area such as a local offices or craft centre. • The member of staff should then message the Inclusion School WhatsApp group to communicate whereabouts and wait to receive further instruction. • Deputy Head (SEN & Learner Welfare) and Mental Health Lead to log whereabouts of all staff and learners either on their phone, written by hand or on central record via PC.
Ensuring peoples safety	<ul style="list-style-type: none"> • Identified staff will use the evacuation status on the sign in app to confirm who they have with them in the designated safe space (see appendix 1)
Steps to increase protection from danger	<ul style="list-style-type: none"> • Lock and screen doors where possible • Position children away from sightlines from external doors and windows, for example under a desk • Turn off lights (where possible) and monitors (all staff are aware of lights triggered by motion sensors and limit movement as much as possible) • Ensure mobiles phones and electronic devices are on silent, or learners phones are turned off
Internal communication	<ul style="list-style-type: none"> • All staff are in a defined user group on WhatsApp, which is used to communicate with them in an emergency.
Communication with parents	<ul style="list-style-type: none"> • A combination of phone, text and email will be used to communicate with parents/carers, with text being used in the first instance. • Parents/carers will be asked not to call the Inclusion School number, as this will tie up lines that would be used to contact emergency services, and not to come to the building.
Additional notes	<ul style="list-style-type: none"> • All learners are taught in small groups • All delivery staff are aware of specific needs of their learners at all times • High staff to learner ratio ensures correct support can be given
<p>Do not leave your safe space or re-enter the building until the all clear signal and group message is sent by the Headteacher or Deputy Head</p>	

Appendix 1: Responsibilities

	Securing internal / external entrance points	Safe space	Sign in app check
Ground floor	Front door on door access system. This can be used to isolate access to the space, admin office and ground floor toilets (to the space). All these doors can be manually locked too.	Admin office The Space for those using the space or during lunchtime. Lockable disabled toilet in communal room	School admin officer Staff member on duty
Outside	All learners to be moved into the building fire escape and for this to be shut. This can only be accessed from the inside.	The Space	Staff member outside (usually, but not exclusively, PE staff)
1st floor	Access to the main area from the stairwell to be locked via the door access system via the app, by admin staff First floor teaching space door to the toilet corridor to be manually locked following the check of toilets by the designated person	SLT office for those in the Art World & You room for those in Inspiration Station room Sanctuary for those in the Sanctuary, library or communal space.	Work Skills tutor (or other staff member in their absence) Mental Health Lead (or other staff member in their absence)
Music suite (1st floor)	Person nearest the doors BE AWARE LEARNERS USE THIS ROOM INDEPENDENTLY	Internal room - lock door	Staff member as appropriate
2nd floor	Access to the main area from the stairwell to be locked via the door access system via the app, by admin staff Second floor teaching space door to the toilet corridor to be manually locked following the check of toilets by the designated person (Fire Marshall/Warden)	SCIL (Central) room for those in SCIL (central) and English rooms and communal space SCIL (End) room for SCIL (end) and Maths rooms Science lab for those in science and Sanctuary 2 rooms	English Tutor (or other staff member in their absence) Maths Tutor (or other staff member in their absence) Science Tutor (or other staff member in their absence)

Please see below information of accessing the Sign In App on your phones and conducting an evacuation

Notes on the sign in app in the 'accompany notes' folder with the policies or via the Sign In App website links below:

<https://signinapp.com/docs/companion/getting-started.html#downloading-the-app>

<https://signinapp.com/docs/companion/evaculist.html#shared-evacuation-report>

Date:

Lockdown Procedure Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown across Ground, 1st and 2nd floor			
Ensure learners are inside the dedicated rooms			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger [e.g. turning off lights and locking internal doors]			
Make sure learners and staff are aware of exit points			
If safe, check for missing learners or staff as highlighted by the Sign in app evacuation process			
Remain inside until all clear has been given or told to evacuate			