



ACET INTRUDER – LOCKDOWN PROCEDURE	
Phase	Junior & Secondary
Policy Lead	Chris Arthur (Estates Manager) Mark Arthur (Estates)
Date of Approval by Trustees	7th June 2021
Date of Receipt by Local Governing Body	May 2021
Frequency Date	Every Three Years
Review Date	May 2024

An intruder is anyone who is inside the academy grounds or within the academy’s secure perimeter without wearing a visitor or staff lanyard. A further risk and defined intruder would be a current or ex-pupil/ex-student identified as armed with aggressive intent.

PROCEDURE

- If you spot an intruder then challenge and escort them to Reception to sign in correctly where they will be provided with an appropriate visitor lanyard.
- If the intruder is uncooperative, but not threatening, then member of staff must remain with the threat and a member of the Senior Leadership Team informed of the situation.
- If the intruder continues to be uncooperative then they will be treated as a threatening intruder and a Senior Leader called for. The Senior Leader will remain with the intruder where it is safe to do so and activate the intruder alarm using the trust ‘code word’ the police should then be contacted immediately.
- On hearing the intruder alarm, all staff will ensure that the pupils/students return to a classroom. Staff on duty or patrol should ensure all pupils/students out of class are taken into the nearest classroom including themselves and then ensure the door is securely wedged to prevent access by the intruder. Any blinds/curtains should be closed and lights switched off. All present in the room are to hide below tables and work surfaces. All mobile telephones and devices are to be turned to silent mode.
- Staff will remain calm and pupils/students are to be reassured and instructed to remain hidden and silent; they should be engaged in a quiet activity if at all possible.

- **Pupils/students or adults outside or on the sports field should not re-enter the building, instead they must be calmly grouped and evacuated to the academy's designated place of safety by the member of staff in charge.**

A list of pupils, staff and adults present in each of the classrooms should be collated and retained by members of staff. No one is to leave the class room until the all clear is given. A memory stick with contact details for the academy's staff and pupils/students is to be stored in a safe place for retrieval and transport to the designated safe place in each academy to be handed to the Principal or his or her deputy for possible use in an offsite location.

- **All mobile phones should be remain in silent mode and the volume on all school Radio Handsets should be turned down low as possible. All channels are to be kept clear with no interruption to ensure clear lines of communication.**
- **The Principal (or the member of SLT in his/her absence) will monitor the situation and liaise with the emergency services and is the only person able to issue the all clear signal.**
- **Staff must not release pupils/students from their place of safety until they have received the academies all-clear signal authorised by the Principal or their Deputy.**