



Safe Space Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for Safe Space Procedure	Active Alarm Pulse
Signal for stand down / all-clear	Deactivated Alarm Pulse – Follow Up Calls

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Mark Dakin – Headteacher	202 Internal or 07846408946
Deputies	Harsimrat Mavi Deputy Headteacher	01902 368308 *203 Internal
	Les Dow DSL	07932708724 *231 Internal
Communications Officer	Manraj Grewal Business Manager	01902 368308 *220 Internal

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown

1 Classrooms
2 Offices
3 Production Kitchen
4 Well Being Suite

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Classroom telephones

Mobile phones

Instant messaging / email

*REFER TO BUSINESS CONTINUITY PLAN

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.

Name of venue	St Giles Church
Type of venue	Place of Worship
Contact name	Mr Bryan Knowles – Church Warden
Contact telephone number	07970 256070
Useful info such as distance from school, directions, capacity, opening hours	
School has keys and alarm code - 1 minute from School Gates. Seating for whole school. Telephone /toilets and lockable doors.	

Other useful contacts:

Name	Emergency Contact Number
Nick Perks- LA Communication Lead	07944 279911
Sharon Kelly – Director for Access and Inclusion	01922 652895
Sam Samra – Educational Psychology Team Manager	01922 658433

LEVEL 1 SLT to School Office immediately- review incident/threat

LEVEL 2- Low Level Response- Further Investigation/CCTV/Be Aware

LEVEL 3- Take Position – Internal Calls Made- Pupils / Staff Remain Inside (Internal Standby) Staff to communicate to the office if any person missing.

LEVEL 4 – Safe Space Alarm Activated (FULL LOCKDOWN) Staff to communicate to the office if any person missing. (See action plan below)

Level 4 - Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately- 1-1's Remain with designated pupils at all times.	
Dial 999	
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is) Remain in classrooms, if outside back to the classroom/main hall or dining hall (whichever is closest their location).	
Secure rooms and take action to increase protection from attack. Lock class doors if able to do so.	
Close windows / blinds if able to do so.	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Sit away from windows/under tables if directed	
Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)	
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured pupils, staff and visitors (Notify parents and guardians via school comms)	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	