Windsor Academy Trust
Goldsmith Primary Academy

Emergency and Business Continuity Policy *(including Lockdown Procedure)*	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	12th October 2023
Next Review date:	October 2024

Emergency and Business Continuity Policy Statement

1. Introduction

1.1 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all persons using WAT premises and to safeguard children and young people, protecting them from harm. WAT will therefore put in place plans and procedures to ensure that it is suitably prepared, in the event of a major incident.

1.2 WAT will ensure that wherever possible, education continues to be provided in a safe working environment. It is expected that each academy will have their own plans outlining their local arrangements and that the central team will have in place plans for the central WAT location(s) as appropriate overseen by the Director of Operations (DoO).

1.3 WAT is committed to:

- **Preventing** emergency situations from occurring for example by being aware of the working environment and potential hazards.

- **Protecting** educational services by minimising educational and administrative disruption.

- **Responding** effectively to incidents by enacting emergency plans and implementing emergency procedures, ensuring early control is established at a senior level in the critical early stages following a disaster/major incident to ensure that normal work is resumed in the shortest possible time.

- **Equipping and training** all employees, managers and leaders to ensure that they are aware and able to respond in an emergency situation by providing training clear instructions and guidance.

- **Engaging and consulting** with employees and third party responders to enable them to be proactive and well informed should they need to assist in an emergency situation.

- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.

- **Measuring, monitoring and reviewing performance,** gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

2.1 The purpose of the Emergency and Business Continuity plan is to ensure that:

- A structured response is provided in the event of an emergency with the actions to be taken to ensure continuity of service.

- Arrangements are in place for the recovery and business continuity of WAT operations and most importantly the provision of education to students/pupils. The plan should address the measures required to minimise disruption in the event of a disaster, major incident, disruption or an unplanned occurrence.

2.2   In adopting this approach WAT will ensure that:

The Emergency and Business Continuity Plan provides the basis for:

- Continuing operations at an acceptable pre-defined level by deploying the resources and capability in WAT to plan for, and respond to, incidents and business disruptions.

- Developing and implementing emergency and business continuity planning within the academy and other WAT premises; and,

- Providing confidence and assurance to external organisations and other stakeholders.

3.   Governance

3.1   The WAT Board of Directors (BoD) will need to be assured that robust plans are in place across the Trust.

3.2   The DoO is responsible for the development and implementation of procedures for WAT sites and for ensuring that all staff are aware of what to do if there is an emergency.

3.3   The Local Advisory Bodies (LABs) are responsible for ensuring that all academies are compliant with legislation and that robust plans are in place and are fully implemented in the eventuality of disruption.

3.3   The Headteacher is responsible for the development and implementation of procedures in their academy and for ensuring that all staff are aware of what to do if there is an emergency.

4.   **Cyber Security**

4.1   WAT is committed to ensuring the protection of our digital assets, maintaining business operations, and minimising disruptions that may be caused by cyber incidents.

4.2   The primary objectives are;
1. Ensure the confidentiality, integrity, and availability of critical information and systems.
2. Implement systems and processes to reduce and mitigate risks of cyber incidents.
3. Detect, respond to, and recover from cybersecurity incidents effectively and efficiently.
4. Minimise the impact of cybersecurity incidents on business operations and services.
5. Establish clear roles, responsibilities, and communication protocols during a cybersecurity incident.

4.3   The DoO holds overall responsibility for cyber security, supported by the Head of Digital Transformation and IT.

4.4   Annual cyber security training is mandatory for staff to increase awareness and knowledge of cyber security threats and best practices. Simulated incident response drills are conducted to ensure the preparedness and effectiveness of the IT Team

4.5   The local arrangements (Appendix 2) includes an IT Major Cyber Incident Response Plan (CIRP) which is to be used should an incident happen affecting IT within the WAT offices and schools. The purpose of this plan is to minimise the impact of such losses by making contingency plans and putting measures in place for essential IT processes to be maintained.

5.   Local Arrangements

5.1   Appendix 1 provides guidance for academies to develop local procedures in the event of a lockdown becoming necessary.

5.2   In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored for their own local circumstances. Such arrangements will be supported and informed by external Health Safety Advisors and other consultants/specialists. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

6.   Enacting Emergency and Business Continuity Plan

6.1   All academies must notify the Director of Operations (DoO) if the implementation of the Emergency and Business Continuity or Major IT Incident Plan becomes necessary.

7.   Communication

7.1   This policy statement must be brought to the attention of all members of staff. Any personal data that is held must comply with the requirements outlined in WAT's Data Protection Policies.

8   Policy Review

8.1   This policy statement and local arrangements will be reviewed regularly and as a minimum every 2 years.

Lockdown Procedure

1.1   All WAT sites should consider the need for a robust and tested **lockdown procedure**.

1.2   Lockdown procedures should be 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 pupils in the academy.

1.3   Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils/students, staff and visitors.

1.4   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 pupils in the academy);
- an intruder on the WAT site (with the potential to pose a risk to staff and pupils/students);
- a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.);
- a major fire in the vicinity of the academy;
- the close proximity of a dangerous dog roaming loose.

2.   Action in the Event of Lockdown

2.1   In the event of lockdown, Emergency and Business Continuity Plans will be implemented, wherever appropriate.

2.2   If possible, the academy bell will be sounded in three short bursts.

2.3   If this is not possible, all persons must remain in their classrooms.

2.4   If staff and/or pupils/students are on a separate part of the school site, which is not connected to the fire alarm, a senior leader will make contact with them to ensure that they are also aware that lockdown is in progress.

2.5   If the incident is taking place on a separate part of the school site, the senior member of staff at the satellite location will immediately contact a senior member of staff at the academy main building.

3.   Basic Principles

3.1   Staff must be alerted to the activation of the plan by a recognised signal, audible throughout the school (e.g. **three short bursts of the school bell**)

3.2   Pupils/students who are outside the academy buildings must be brought inside as quickly as possible.

3.3   Those inside the academy should remain in their classrooms.

3.4   All external doors and, as necessary, windows must be locked and, depending on the circumstances, internal classroom doors may also need to be locked.

3.5 Once in lockdown mode, staff should notify the office immediately of any pupils/students not accounted for and instigate an immediate search for anyone missing.

3.6 Staff should encourage the pupils/students to keep calm.

3.7 As appropriate, the academy should establish communication with the Emergency Services as soon as possible.

3.8 The Headteacher should be notified using the Academy Emergency phone number/s:

3.9 If necessary, parents/carers should be notified as soon as it is practicable to do so via the academy's established communications system:

- Pupils/students will not be released to parents/carers during a lockdown.

- If it is necessary to evacuate the building, the fire alarm will be sounded.

- Staff should await further instructions.

3.10 It is essential that members of the senior leadership team, school administrators, teaching staff and non-teaching staff are all familiar with the school's lockdown procedures.

3.11 To achieve this, a lockdown drill should be undertaken at least once a year.

3.12 Depending on their age, pupils/students should also be aware of the plan. (Regular practices will increase their familiarity).

3.13 Parents/carers should also know that the academy has a lockdown plan, and a copy should be available to them.

3.14 It is good practice to:

- conduct a number of table top exercises with the senior leadership team to test the procedures against various scenarios;

- rehearse lockdown arrangements with all staff and pupils/students;

- display lockdown drill information in every classroom alongside information relating to fire drills.

4. Lockdown Arrangements

Partial Lockdown

Alert to staff: 'Partial lockdown'

4.1 '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.

4.2 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 pupils/students in the academy.

4.3   It may also be as a result of a warning being received regarding a dangerous person in the area.

Immediate action:

4.4   All outside activity must cease immediately: pupils/students and staff must return to building.

4.5   At break times, three short bursts of the warning bell will be sounded to alert duty staff to the danger:(enter local arrangements if this differs).

- All staff, pupils/students and visitors must remain in the building and external doors and windows must be locked.

- Free movement may be permitted within the building depending on circumstances: all situations are different.

4.6   Once all staff, pupils/students and visitors are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the WAT central team.

4.7   A senior member of staff will contact the Emergency Services, as appropriate.

4.8   In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution.

4.9   Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'
This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

4.10   All pupils/students return to base (classroom).

4.11   Lock all external doors.

4.12   Lock all classroom doors, where possible (and where a member of staff with a key is present).

4.13   Lock all windows, draw all blinds, and ensure that all pupils sit quietly out of sight (e.g. under desk or around a corner).

4.14   Take the register - the office will contact each class in turn for an attendance report.

4.15   Staff and pupils/students will remain in lockdown until this has been lifted by a senior member of staff or the emergency services.

4.16   At any point during the lockdown, the fire alarm may sound, which is a cue to evacuate the building.

4.17   During the lockdown, staff will keep agreed lines of communication open but must not make unnecessary calls to the office, as this could delay more important communication.

4.18   Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system, they could access their account and await further instruction.

- In practical terms, staff would need to be familiar with accessing their account through a variety of means, e.g. laptop, smartphone or tablet.

- Designated staff have a Safeguarding tablet computer, which could be used, as directed by the Head teacher.

- 'Groupcall' texts – to communicate with parents – must be used only with the direct authority of the Head teacher (or their representative).

5. Communication between parents/carers and the academy

5.1   Academy lockdown procedures, especially arrangements for communicating with parents/carers, should be shared routinely with parents/carers either by newsletter or via the academy website.

5.2   In the event of an actual lockdown, any incident or development must be communicated to parents/carers as soon as is practicable, as directed by the Headteacher.

5.3   Parents/carers will be concerned, but regular communication of accurate information will help to alleviate undue anxiety.

5.4   Parents/carers 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;

- must not contact the academy (calling the academy could tie up telephone lines that are needed for contacting emergency providers);

- must 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);

- must wait for the academy to contact them about when it is safe for them to come and get their child/ren, and where this will be from.

5.5   The communication with parents/carers needs to reassure them that the academy understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

5.6   The academy will send parents/carers a message, starting with the words: "T*he academy is in a full lockdown situation. During this period there will be no one covering the switchboard. The entrances and external doors will be locked, and nobody will be allowed in or out." (The emergency services will advise on the rest of the message/s).*

6.   Emergency Services

6.1 It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds.

6.2 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.

6.3 Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents/carers.

6.4 In the event of a prolonged Lockdown or more severe scenario, Local Councils have the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside the cordoned area.

6.5 Research evidence suggests that panic and anxiety are far less likely where those associated with an incident are fully informed of the facts.