H9 Lockdown Policy and Procedures

Rationale

All schools should consider the need for robust and tested school lockdown procedures. 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 school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises. The examples include:

- near-by chemical spillage,
- serious weather conditions,
- attempted access by unauthorised persons' intent in causing harm/damage,
- a bomb threat,
- a warning being received regarding a risk locally of air pollution (smoke plume, gas cloud),
- a major fire in the vicinity of the school,
- proximity of dangerous dogs/animals.

Incident Reporting

Any member of staff who identifies any of the above risks should immediately inform the Bursar and/or the Principal, or if not available a member of the SLT.

Notification of Lockdown

The lockdown alarm can only be initiated by any member of SLT or a Deputy Bursar using lockdown keys to unlock one of the blue lockdown boxes located at:

- school reception,
- top corridor,
- Sunley Boarding House reception
- New Boarding House reception
- Avison Boarding House reception
- SLT offices corridor

The lockdown alarm will be triggered, staff and students will be notified that lockdown procedures are to take place immediately on hearing the distinctive sound played via the school fire system.

Lockdown Plan

Plan	
Staff Responsibilities	
Principal/Bursar	• Make contact with emergency services • Coordinate Lockdown operation
Other Staff Members	• Vice-Principal: communicate with parents (Template letter in Appendix 1 to inform them about lockdown practice) • School Office: send text and email to all staff and students via Parent mail system. • Deputy Bursar/Estates Supervisor: ensure all access points are secured and no students are left on school ground • IT Manager: ensures door access control allows emergency services entry when/if needed. Initiates 'Pop up' lock down message on all computers. CCTV monitoring. • All other staff inside: "**Lock or Block it**". Barricade in the room you currently occupy • All staff outside: Go to the nearest building and "**Lock or Block it**"
Emergency Services Support	
Police/Army/Emergency Services	• Share this policy before arrival
Signals	
Lockdown Signal(s)	• Dedicated lockdown alarm tone using the fire system • Email and SMS to all staff and students via Parent mail • 'Pop up message' on all electronic devices • Word of mouth
Evacuation Signal	Fire alarm 'standard' tone and follow appropriate fire procedures
Lockdown	
Assembly Points	Adults inside: **"Lock or Block it".** Barricade in the room you currently occupy (with students, if applicable). If on the corridor go to the nearest room and **"Lock or Block it".** Adults outside: Go to the nearest building and **"Lock or Block it"** Supervised students: Stay in the room with the adult. **"Lock or Block it".** Unsupervised students: Go to your boarding house and then lock in bedrooms.
Entrance and Exit Points	Deputy Bursar supported by the estates team ensures that all entry/exit points to the building are secured (Appendix 2). These includes closing any ground floor windows on corridors. Deputy Bursar to record and complete "Lockdown checklist" (Appendix 3)
Bringing Pupils Inside	Site supervisor ensures that no one is outside the school building. He asks anyone left outside to go the their boarding house.

Steps to Increase Protection From Danger	Follow the **CLOSE** procedure: ● **C**lose all windows and doors, and barricade any entry/exit points with available furniture ● **L**ock up (Lock and screen doors if possible) ● **O**ut of sight and minimise movement (Position students away from sightlines from external doors and windows, for example under a desk. Turn off lights and monitors) ● **S**tay silent and avoid drawing attention (Ensure mobiles phones and electronic devices are on silent) ● **E**ndure. Be aware you may be in lockdown for some time
Internal Communication	Staff to communicate between each other via text messages or emails only. Messages to all staff will be sent using Parent Mail. SLT to communicate using WhatsApp group.
Communication With Parents	Let parents know via a combination of text via Parent Mail and email. Message composed by the Vice-Principal, sent by the School Office. Parents to be advised not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.

Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Policy author/reviewer:	***Policy date/review date:***	***Next review due:***
Adam Wroblewski	September 2021	September 2024
Adam Wroblewski	September 2024	September 2027

Appendix 1 – Template Letter Informing Parents/Guardians

Dear Parent/Carer,

Re: Enhancing Safety in Our School

At The Purcell School we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a new procedure called "lockdown".

I am writing to inform you that we will be practising this procedure on [insert date].

What is a Lockdown and When Would We Carry It Out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.
Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.
Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

Our Procedure

Our lockdown procedure is attached to this email.

Instructions for Parents in the Event of a Lockdown

Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

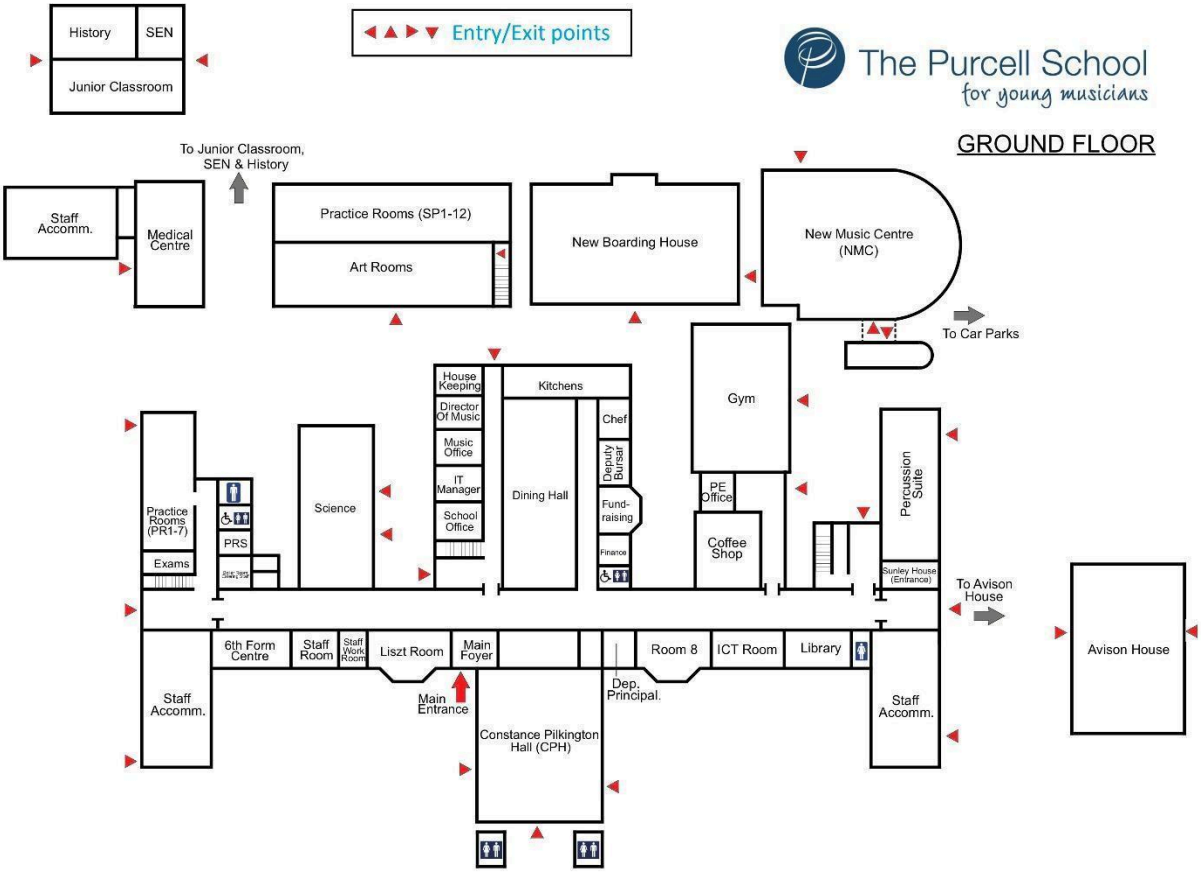
I must stress again this is simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact the school office.

Yours sincerely,

[insert name]

Appendix 2 – Lockdown Areas and Entry/Exit Points Maps



Appendix 3 – Checklist

			Execute action Yes/No				
Chronology	Person responsible	Action	Real threat	Drill	Check	Time	Signed
1	SLT Member	Lockdown Alarm initiated	Yes	Yes			
2	School Office	Email and SMS to all staff and students via Parent mail	Yes	Yes			
	IT Manager	Initiates 'Pop up' lock down message on all computers.	Yes	Yes			
3	Staff inside	Stay with students in assembly points	Yes	Yes			
	Staff outside	Bring students who are outside to the nearest assembly point	Yes	Yes			
4	Deputy Bursar/Estates Supervisor	Secure entrance points, ensure noone is left outside - inform Bursar/Principal	Yes	Yes			
5	Bursar/Principal	Make contact with emergency services	Yes	No			
6	Vice-Principal	Email to parents	Yes	No			
7	School Office	Check missing students and advise Deputy Bursar	Yes	Yes			
8	Deputy Bursar/Estates Supervisor	Inform Bursar/Principal that site is secure and all studnets are accounted for	Yes	Yes			
9	Bursar/Principal	Gives clear signal to the school office/IT	No	Yes			
10	School Office	Email and SMS to all staff and students via Parent mail	No	Yes			
	IT Manager	Changes 'Pop up' lock down message on all computers.	No	Yes			