



## Lock Down Policy

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<b>Reviewed by:</b>	Leadership Team	<b>Review Date:</b>	January 2016
		<b>Next review date:</b>	January 2017

Blanche Nevile School recognises the potentially serious risks to students, staff and visitors in emergency or harmful situations. The school aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of a possible personal/school threat and that the exposure to danger and possible risk of harm are minimised.

Examples of critical incidents which may require 'lock down' include:

- Students and/or staff being taken hostage
- Siege of school property and/or buildings
- A disaster in the local community
- Unusual or unwarranted media attention
- Aggressive and/or malicious trespass of people on school grounds
- Terrorist threat

**A lockdown will be signalled by an announcement through the school's telephone system.**

Practices and Procedures. Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Endure. Be aware that you may be in Lockdown for some time.

**The following steps provide guidelines for staff, students and visitors in an emergency situation:**

1. Immediately advise the school office of the emergency situation including details of what is happening, where and who is involved.
2. The person receiving the call shall immediately notify the Headteacher (or in their absence, the Deputy Headteacher or whoever is responsible for the school at that time). The Headteacher or person-in-charge shall decide whether or not to initiate a lockdown.

## **In classrooms and indoor learning areas**

Upon hearing the lockdown signal, staff shall:

1. (i) Secure all windows and doors.  
  
(ii) Lower all window blinds and turn off lights.  
  
(iii) Instruct students to remain low and out of sight throughout the lock down situation. If lock down is due to an **internal** situation, everyone is to sit along the outer edge of the classroom under the lowest windows. If the situation is **external** to Blanche Nevile, students are to remain at their desks and continue working. In the case of a natural disaster (e.g. earthquake or cyclone) staff, students and all others are to be instructed to sit under desks.  
  
(iv) Check to see if there are any students or adults outside and ask them to come inside.  
  
(v) Do a head count immediately. Be sure to account for students who have left the class for whatever reason and remain alert for these students returning to class and attempting to enter the room.
2. Check that the adjoining class is present. If absent from the classroom, inform a member of the office staff immediately by telephone and advise of their possible location. The staff member receiving the call shall notify the Headteacher (or in their absence, the Deputy Headteacher or whoever is responsible for the school at that time). That person shall determine how best to communicate lock down to absent classes.
3. Inform the school office by phone of the number of students with you and the number of missing students (i.e. not absent) and advise of their possible location. Also advise the office of additional students/staff who have joined you for lockdown.
4. Await further notification from the Headteacher or person-in-charge. Supervise students, ensuring they remain out of sight and sitting quietly.
5. Remain in lockdown until you hear the 'All Clear' message from the Headteacher or person-in-charge.
6. Debrief students once the 'All Clear' signal has been given and normal situation resumes.

## **Classes in Transit or Outside Lessons**

1. Go to the nearest building and follow lockdown procedures.
2. Notify the school office regarding location and number of students.
2. Remain in lockdown until you hear the 'All Clear' message from the principal or person-in-charge via the school's telephone system.

### **Additional to classrooms and internal learning areas**

1. The Headteacher or person-in-charge shall check the toilets and other areas for students not present in their classrooms. That person shall lock all lockable areas when exiting and take any gathered children to the nearest safe point.

### **Internal Threat Response**

1. Teacher/adult in charge shall ensure the security of all students and adults in the vicinity of the threatening situation. This may require removing the rest of the class in proximity of the danger or locking up to restrict entry.
2. The staff member or designated adult shall inform the school office of the situation, giving relevant information including the number of students, missing students (i.e. not absent) and advice of their possible location. They shall also advise office staff of additional students/staff who have joined them for lockdown.
3. The supervising teacher shall conduct a head count immediately making certain to account for students who have left the class for whatever reason.
4. They shall await further notification from the principal or person-in-charge. They shall answer telephone communications and supervise students, ensuring they remain out of sight and sitting quietly.
5. All shall remain in lockdown until the 'All Clear' message is received from the principal or person-in-charge via the school's telephone system.
6. Teachers shall debrief students once the 'All Clear' signal has been given and normal situation resumes.

***At no time shall staff attempt to physically remove an unwanted visitor.***

***Staff shall follow the directives of police or emergency personnel as instructed or requested.***

The Headteacher (or in her absence, the Deputy Headteacher or whoever is responsible for the school at that time) shall be responsible for giving the 'All Clear' signal. If necessary, they shall then activate the school's Crisis Management Plan.



# Lockdown Procedures

January 2017

## Introduction

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. The school's procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies

## Definition

Lock down is defined as: 'the immediate retention of all personnel on site in the rooms they are currently residing in when informed by SLT.

Circumstances that may create this scenario may include:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- A terrorist threat

## Procedures

The school's priority is to secure all its community and to engage with relevant external agencies as soon as possible to resolve the situation safely.

1. SMT will inform staff and students if the Lock Down Procedure is to be initiated.
2. SMT and School Admin will meet in Headteacher's office. These staff are the Headteacher, Deputy Headteacher, Senior Teachers and Business Manager. They will be responsible for assessing the situation and making rapid decisions. Contact via the classrooms is limited and so communication will be via mobile phones, internal phones and passing messages where possible.
3. SMT will be responsible for contacting the emergency services.
4. At the given signal, children remain in the room they are in and staff ensure the windows and doors are shut. Blinds should be down if possible. Teaching staff should turn off lights and seat children away from doors and windows. Consider seating where possible.
5. Teaching staff or responsible adults should remain with pupils at all times. If the teacher is not with their class at the time, then they should only risk returning to class if safe to do so. Should it be too risky they should join the SMT in the Headteachers's office.
6. Children, staff or visitors not in class for any reason will proceed to the nearest occupied classroom and remain with that class.
7. Children, staff or visitors in the playgrounds will enter the buildings and proceed to the nearest available room and staff ensure the windows and doors are locked.

8. If practicable staff should notify the front office by phone that they have entered lockdown. No one should move around the school.
9. When it is ascertained that there is no threat or danger to the children or staff, SMT will let everyone know. Normal school programmes can then resume.
10. As soon as possible after the lockdown teachers return to their home classroom and conduct a roll call, notifying the Headteacher immediately of any students not accounted for.
11. Parents are not allowed to collect their children during a lock down procedure, unless SMT agree it is safe to release pupils.
12. Emergencies may occasionally arise when it is safer for members of the school to remain within the school beyond normal school hours (e.g. a factory fire with hazardous fumes or a terrorist attack). In these situations it is essential that all doors and windows be kept shut and extractor fans and air conditioning should be switched off. SMT should wait for the all clear from the emergency services.

### **Roles and Responsibilities**

1. Fortismere Site Manager ensures that the main entrances and exits are locked and all visitors located.
2. SMT and other staff who are not attached to a class at the time and can be assembled safely and quickly, should meet in the Headteacher's office, unless otherwise directed.
3. Headteacher and Deputy Headteacher check the halls and escort all pupils and staff into safe areas or closed classrooms
4. Individual teachers lock classroom door(s) and windows.

### **Procedures for policy monitoring and dissemination**

**The policy statement will be reviewed by the Governors' Health and Safety Committee every two years. All members of staff and governors will receive a copy of this policy. Copies are available to parents on request and on the school website.**