



# Security (lockdown) Policy

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# Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	Sep 22	Update of policy and transferred to new format.	NR
1.1	Sep 24	Staff changes resulting in changes task allocation	SB



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## Introduction and context

This policy is part of our Health and Safety Policies and is intended to ensure that pupils and staff are safe on the very rare occasion when a situation occurs where there is a hazard in the school grounds or outside the school, requires pupils and staff to be locked within buildings for their own safety.

## Scope

This policy applies to employees, volunteers, parents/carers, students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

## Guidelines

Hatherop Castle School Lockdown Policy applies when pupils and staff need to be locked within buildings for their own safety. Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
- A dangerous individual in the locality.
- An intruder on the site with the potential to pose a risk to students, staff and visitors.
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous dog/animal roaming loose.
- Serious accident on-site requiring good access for emergency services.

Copies of this policy will be disseminated by email to staff, on Share Point and located on our website for parents and visitors.

## Testing the policy

The School Business Manager or another senior member of staff designated by the Head teacher will schedule at least one practice lock-down drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. The Head will remind students of the lock-down procedure during assembly annually in September.

### Communicating with Head Office, the Media and External Stakeholders

As soon as a lock down or partial lock down is declared. The Headmaster should report this directly to the Wishford Head Office in Corsham 01249 713908 and speak to CEPO Sam Antrobus. If he is unavailable contact should be made with *Paul Easterbrook at Wishford*.

Any media interest should be logged and reported to the Wishford central team on (01249 713908) or emailed to Kate Ross in the Marketing and Communications Department at Wishford. The Head Office central team will then support you with any media handling, to enable the school to stay focused on supporting pupils and staff and any other adults present at the school. The central team can also support to draft correspondence to parents and local stakeholders as appropriate.

## Lockdown procedure

In the event of an emergency The Head teacher or in their absence the Deputy Head teacher or School Business Manager will make the decision, in consultation with the police when deemed necessary, with regard to whether the school needs to be partially locked down or fully locked down.

In the event of any lockdown being implemented the designated person in charge will ensure that once the emergency services have been made aware, the local authority is immediately informed of the situation.



## Partial lockdown

Partial Lockdown Partial lockdown should be seen as a precautionary measure which puts the school in a state of readiness should a situation escalate, whilst retaining a degree of normality.

### Alert

Alert to all staff: "Partial lockdown" This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to students, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc. To alert staff to a partial lockdown, phone calls, emails and messages will be disseminated around the site. Staff are then on alert to the school going into FULL LOCKDOWN.

### Immediate action

- All outside activity to cease immediately with pupils and staff returning indoors. Phone calls, emails and radio contact will be the main source of getting the messages to staff and children.
- All pupils, staff and visitors to remain indoors and external doors and windows should be locked.
- Free movement may be permitted within the building, dependent upon the circumstances. All situations are different; once all students and staff are safely indoors, senior staff will conduct an ongoing risk assessment based on advice from the Emergency Services. This risk assessment will then be communicated to staff. In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

## Full lockdown

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The Headmaster or Deputy Head/Business Manager in his absence will make the decision to go into FULL LOCKDOWN.

### Alert

- To alert staff to FULL LOCKDOWN. The business manager with support of the Site Manager will sound the fire alarm in 5 second bursts of sound. Then the following actions will happen: The Side/Archway door will be locked and secure at the same time.
  - School Administrator to ring:
    - Pre-Prep x 2
    - Nursery
    - Sports Office
    - Art Studio
    - PAC
  - The Head of Marketing would move around the bottom floor to ensure the following doors are locked:
    - Both Front Doors
    - Loggia Doors
    - Deputy Head's Door
  - Head of Pre-Prep, or, in her absence, the member of staff in Stableyard room 18 on receiving phone will sound a siren on the loud hailer to alert all pre-prep and Science staff to lockdown.



- The School Office will become the communication hub and the Headmaster will be in contact with the site team and external providers by phone and radio. All curtains/blinds to be shut in the office/HM office.

#### *Immediate action*

- All students return to base (classroom, form room or other agreed location e.g. sports hall, assembly hall, dining room).
- External doors locked.
- Classroom doors locked, where possible.
- Windows locked and blinds drawn.
- Students sit quietly out of sight (e.g. under desk or around a corner).
- Register via 3Sys taken – this will be communicated by email to the school office; if possible.

#### Other procedures to happen:

- Pre-Prep (Stable Yard): Head of Pre-Prep to lock the external doors on the right side of yard. Boot Room, Door into classrooms.
- Head of Science to lock the science lab door Reception classes to move upstairs to classroom above, locking external door on the way.
- Children if in Science Labs to hide under the tables, ideally join children upstairs in upstairs classroom.
- Nursery: Head of Nursery to lock all external doors in the nursery
- All nursery children to move into the KG classroom at the back of the Nursery.
- Sports Hall/Gym: Children to be locked inside the sports hall/Gym.
- If children are on the ground floor and can be safely moved up to a 1<sup>st</sup> floor classroom this action should be taken.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by the Fire Alarm sounding continuously.

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

#### *Communication channels*

Examples of discreet communication channels might be:

- Where staff have access to an internal email system then 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.



## Hatherop Castle School Full Lockdown Procedure

Lockdown Procedure Management and Control	
Nominated person	Responsibility
Headmaster	Initial contact with the emergency services
<i>Director of Admissions, Communication and Marketing</i>	Liaison with parents
Teacher (on a rotating basis)	Pupil control

Signals	
Signal for lockdown	Pulsed Fire Alarm bell (5 second intervals) sounding for 2 mins Siren in Stableyard
Signal for all-clear	Alarm Bell continuous for 15 seconds Verbal communication in the Stableyard

Lockdown (if playing outside)	
Specified assembly room	Pre-Prep if near stable yard (Prep 2 classrooms) Prep: Children's form rooms on 2 <sup>nd</sup> /3 <sup>rd</sup> Floor of Prep School
Entrance points	Main Building: Nearest door
Communication arrangements	Radios/Mobile phones Instant messaging / email : All staff to email School Administrator informing children all accounted for having done registers via 3Sys
Notes	



STEP	INITIAL RESPONSE	CHECK	TIME	SIGNED
1.	Ensure all students are inside the specified assembly room or closest safe space.	<input type="checkbox"/>		
2.	Secure all entrance points to the specified assembly room. <ul style="list-style-type: none"> <li>• External doors</li> <li>• Fire Doors</li> <li>• Internal doors</li> <li>• All windows</li> <li>• Air vents (in the case of fire or air pollution)</li> </ul>	<input type="checkbox"/>		
3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	Staff members who are not teaching at the start of lock-down should go to the nearest assembly room/safe space.	<input type="checkbox"/>		
5.	<ul style="list-style-type: none"> <li>• Ensure that staff members take action to increase protection from further danger</li> <li>• Block access points.</li> <li>• Sit on the floor, under tables or against the wall.</li> <li>• Keep out of sight and draw curtains to avoid detection.</li> <li>• Turn off lights.</li> <li>• Stay away from windows and doors.</li> </ul>	<input type="checkbox"/>		
6	Ensure that all students and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.	<input type="checkbox"/>		
7.	Ensure that students who are outside the school buildings are brought inside as quickly as possible, unless this endangers them and others. If students remain outside direct them to hide behind a safe spot out of view.	<input type="checkbox"/>		
8.	Check for missing or injured staff members and students if it is safe to do so.	<input type="checkbox"/>		
9.	Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.	<input type="checkbox"/>		
10.	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.	<input type="checkbox"/>		

## Emergency services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services dependent upon the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Head with regarding the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario it may be appropriate to liaise with the emergency services to arrange a Reception Centre for family members outside of the cordoned off area.

## Communication with parents and carers

School lockdown procedures, especially arrangements for communicating with parents and carers, should be routinely shared with parents and carers, although it is not advisable to share entire lockdown plans. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.





9.1 Information to share with parents and carers Parents and carers should be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure their child’s safety,
- do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the school as they could interfere with access by emergency service providers and may even put themselves and others in danger, pupils will not be released to parents during a lockdown.
- wait for the school to contact them about when it is safe to come to collect their children, and where this will be from.

This part of the plan must reassure parents and carers that the school understands their concern for their children’s welfare and that everything that can possibly be done to ensure children’s safety will be done. However, reinforce the message “...**the school is in a full lockdown situation. During this period the external doors are locked and nobody will be allowed in or out**”.

10. *Hatherop Castle School* Lockdown Plan

Person(s) with authority to manage the lockdown	
Nigel Reed	Head
Sian Dawson	Deputy Head
Simon Bristow	School Business Manager
<p>Circumstances where lockdown will be applied</p> <ul style="list-style-type: none"> <li>• A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.</li> <li>• A dangerous individual in the locality.</li> <li>• An intruder on the school site with the potential to pose a risk to students, staff and visitors.</li> <li>• A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).</li> <li>• A major fire in the vicinity of the school.</li> <li>• The close proximity of a dangerous dog roaming loose.</li> <li>• Serious accident on-site requiring good access for emergency services.</li> </ul>	
<p>Headmaster in conjunction with emergency services to make decision regarding whether the school in Lockdown. Lockdown will start by DF or SB sounding the fire alarm for one minute in 5 second pulses. SB will also lock the main archway door.</p> <ol style="list-style-type: none"> <li>1. SH will then phone:             <ol style="list-style-type: none"> <li>i. Art Studio</li> <li>ii. Pre-Prep: Prep 2</li> <li>iii. Pre-Prep: Reception</li> <li>iv. Nursery</li> <li>v. PAC</li> </ol> </li> <li>2. SB will radio NB in sports hall.</li> <li>3. NR will ring Wishford</li> </ol> <ul style="list-style-type: none"> <li>• JW will move around the lower floor in the main building locking the following doors:             <ol style="list-style-type: none"> <li>1. Loggia Doors</li> <li>2. Front Doors</li> </ol> </li> </ul>	



3. Deputy Head's door

- LR will ensure all external nursery doors are locked and ensure the food tech room is locked. All nursery children and staff to meet in the KG room.
- EK will use a siren to alert the rest of the Stable Yard that we are in lock down
- LB responsible for locking the Pre-Prep Door (Science Side)

EK to lock the side door on the Art room side of Pre-Prep and ensure Boot room door is locked.

- All children to remain their classrooms with staff and the following needs to happened.
  1. Lock the doors
  2. Close curtain and blinds
  3. Children to remain seated and quiet.
  4. Staff to take a register of pupils in their classroom. If possible email to be sent to school office.

The site team will be on lookout and will be in contact with NR via radios. NR will remain in the office to field any phone calls/radio messages to inform staff when lockdown is over.

Site Team to cover the following areas:

- Tower (out of sight)
- Gym
- Cellar
- At panel and on patrol in main building.

If a child is moving around the school when Lockdown alarm goes off they are to make their way quickly to the classroom they were in.

Any staff or visitors who are in the staff room or in the school must make their way to the Office for Lockdown or move to the closest classroom.

*If children are outside (at break or games) when the lockdown procedure is required then staff will take them to the nearest large building; sports hall, Dr Moorhead or PAC. Access to the main building will be through the nearest door. Communication to authorise lockdown when children are outside will be actioned via radios. All staff when on break duty or taking a group outside will sign out a radio from the office.*

This policy will be shared with staff via SharePoint, discussed in inset and staff meeting. A termly lockdown practising different scenarios will be actioned. A crib sheet will be produced for each classroom.

Debriefing arrangements following a lockdown. (NR, SB, SD, EK, CC) to meet following a lockdown – plan next steps and evaluate procedures

### Lockdown situations when they occur away from school

The school will also plan for what would happen if a lockdown situation should arise when a group is away from school, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country.



The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip.

Appropriate guidance will be given to students prior to the trip, and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Students will be asked to disperse or hide if this will aid their safety.

