

## Lockdown Policy

### Intent

The purpose of this policy is to ensure that pupils and staff are safe in situations where there is a hazard on the School grounds or outside the School that require pupils and staff to be locked within buildings for their own safety.

### Scope

This policy applies to all employees, volunteers, parents & carers as well as pupils and any visitors to the School site. It covers the procedures and personnel responsibilities when the School is required to go into lockdown. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for pupils, staff and visitors to be outside.

### Guidelines

Lockdown and Partial 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, pupils, parents or visitors.

The procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the School environment.

Upon hearing the alert for a lockdown the procedures for a *full* lockdown will always be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Copies of this policy will be disseminated via the school website, the School Intranet and staff handbooks and via notices in the school offices and other appropriate areas around the school.

The Head, in conjunction with the SMT, will schedule at least two practice lock-down drills per year at differing times and the Deputy Head Admin will be responsible for ensuring all staff members are clear about the procedure before the practice drill takes place. Staff will remind pupils of the lock-down procedure during tutor time and assemblies each term.

### Lockdown Procedures

In the event of an emergency, the Head, or, in his absence the Bursar or a Deputy Head, will make the decision, in consultation with police when deemed necessary, as to whether the site needs to be locked- down.

### The School's lockdown signals are as follows:

- Lockdown: Siren sounded on the Bodet bell system.
- Partial Lockdown: Public address sounded on the Bodet bell system.
- All-clear: Public address sounded on the Bodet bell system

## A. Full Lockdown

1. In the event of a lock-down, the lockdown alarm will be activated by School Administration Manger acting on his/her responsibility or under advice / direction from the Head, Bursar or member of SMT as applicable to the event. This will lock all doors and gates that are subject to the access control system.
2. It is mandatory that all pupils and adults remain in the building / classroom / office they are in at the time – but see also table in paragraph 4. Pupils must be closely accompanied by staff at all times. Same principle applies to the Boarding Floor. Resident staff on second and third floors should descend to the first floor.
3. Staff members who are not teaching at the start of lock-down should go to the nearest classroom.
4. Staff should check common areas for pupils and direct them to the nearest classroom, this also applies to visitors not matching any intruder description.
5. Admin staff in the Front Office must move to the HM's Exec Assistant Office which will act as the Communications Office, taking the 2 way radio, duty mobile and Bodet equipment.
6. Where children are not in their classrooms, they must be directed by staff as follows:

<b>Area/Time</b>	<b>Refuge</b>
Break Time - outdoors	Closest classroom / building as directed by duty staff
Dining Room / Library / Yards	Sports Hall
Paddock	Chapel
Pre Prep & Spinney Outdoors	Pre Prep Building
Swimming Pool	Swimming Pool Changing Rooms
Forest School / Pig Sty	Estates Yard
Main Pitch	Pavilion
Big Park	Shelter behind large clump of trees towards north west corner of field.

7. Catering staff should make their way to the kitchen immediately.
8. Windows and blinds, fire exit doors should be closed in the classroom / office and the room door locked, wherever possible. Where the door is not lockable, staff to place furniture against the door to hinder access.
9. Pupils and staff should be positioned seated against the door wall in the most non-visible corner.
10. Pupils are not allowed to use any electronic devices.
11. Pupils and adults are to remain quiet at all times.
12. Where practicable, staff should contact the Communications Office by email ([office@edgegrove.com](mailto:office@edgegrove.com)) to confirm which pupils and staff are present, stating which area of the school they are in.

13. Pupils and adults should remain in this position until "all clear" is announced by a member of the Senior Management Team.
14. Parents should be contacted about the time and place to pick up their child, if appropriate, (see below) using the School's ClarionCall system.

## **B. Partial Lockdown**

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 in the school. This would be where pupils needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.

De-escalation to 'Partial Lockdown' will be determined by the Head, Bursar or Deputy Heads or senior member of staff present and conveyed over the site by a public address over the Bodet bell system.

### Immediate action:

- All staff and pupils remain in building and external doors and windows locked and blinds / curtains closed.
- Movement may be permitted within the school buildings dependent upon circumstances which will be conveyed by telephone from the Head or senior staff member but this must be supervised by a member of staff
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the central office as this could delay more important communication.
- Actions to be taken where possible to ensure that the incident does not re-occur.

### **Communication between parents and the school:**

- The School's lockdown procedures will be published on the School's Intranet and routine practices communicated with parents via ClarionCall or by the weekly information sheet with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable along the lines of:

**Edge Grove is in a full/partial lockdown situation.  
During this period the phones, office and entrances will be un-manned,  
external doors locked. Please do not attempt to visit or phone the School.  
Please wait for further instructions and information.**

- Parents will be given enough information about what will happen/is happening or has happened 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 safety.

- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place;
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupils safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, or parents as required;
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger;
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary). Parents need to be aware that their child's day may be extended beyond any normal collection times.
- Parents will be informed when the all-clear has been given.

## Emergency Services

- It is important to keep lines of communication open with outside agencies and the 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 depending on the severity of the incident that has triggered the Lockdown;
- Emergency Services will support the decision of the Head regarding the timing of communication to parents;
- In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area;
- It is of vital importance that the School's lockdown procedures are familiar to all members of the School staff. To achieve this, a lockdown drill should be undertaken at least twice a year.
- Depending on their age pupils should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.

Approved by:

Headmaster

Next Review:

September 2020

## Version History

Version	Date	Changes	Author
201609.01	06/09/2016	First issue	Martin Sims
201709.01	01/06/2017	Minor text update and reviewed for 2017/18	Martin Sims
201709.02	01/06/2018	Addition of suggestions for shelter when on Big Park and to use Estates Yard from Pig Sty and Forest School.	Martin Sims
201809.01	03/09/2018	Minor update for new academic year	Ben Evans
201909.01	01/09/2019	Minor text update for new academic year	Ben Evans