



Brentford School for Girls

Lock down Policy and Procedure

Date: February 2019

Date of Review: July 2021

LOCK DOWN PROCEDURE

Rationale

As well as our Health and Safety policy and Business Continuity, Emergency/Critical Incident Plan the school has decided to have a separate Lock down Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 or indeed a terrorist attack. Staff to notify the Headteacher or PA of any situation that they consider suspicious or dangerous immediately that may cause a 'lock down' situation to be implemented.

A 'lockdown' is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, serious weather conditions or attempted access by unauthorised person's intent in causing harm/damage such as a terrorist. firearms and weapon attack. Within our policy we have implemented the National Police Chiefs' Council – RUN – HIDE – TELL.

Notification of Lockdown

1. Staff will be notified that 'lock down' procedures are to immediately take place on hearing short bursts of the school buzzer system across the school site and there will also be a text message sent to staff via their personal mobile. An email will also be sent at the beginning of the 'lock down' but only if it is safe to do so. Other than the buzzer all of these means of notification will only be sent if it is safe to do so and will not put staff in any further danger.

Procedures:

2. These signals will activate a process of students being ushered into the school building, if on the grounds, as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe – we want students and staff to do this in a calm way but, as quickly as possible – GET THERE AS QUICKLY AS YOU CAN – This is our RUN. 
3. At the given signal the children remain in the room they are in and the staff will ensure that windows and doors are closed/locked and screened where possible, children and staff are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off, if possible – This is our HIDE. 
4. Children or staff not in class for any reason will proceed quickly to the nearest occupied classrooms, where possible and remain with that class and class teacher e.g. children using toilets when buzzer goes. If a class is in the opposite area from where their classroom/gym is, they are to go to one of the nearest rooms, via the safest route, even if it is not occupied. The important thing is to get to a safe haven as quickly and as safely as possible.
5. Staff should reply to the initial email of 'lock down notification' immediately to let Reception know that they have entered lock down and details of all students accounted for. Only do this if you are not going to put your group in danger. Once this email has been sent, or as soon as possible, screen should be turned off. However, if in the case of an intruder and it is safe to do so, can you please email to reception the vicinity that the intruder is in so that this can be relayed to the police if necessary. At no point should you email this information if there is any chance that it is going to put you or the students in your care at risk.
6. Staff to support students in keeping calm and quiet.

7. Staff to ensure all phones are on silent and use should be restricted so that your whereabouts is kept safe.
8. Staff to remain in lockdown positions until they hear a message over the loudspeaker system letting them know 'to stand down from Lock Down Procedure' and/or informed by key staff e.g. Senior Management Team, or a member of the administration team in person that there is an all clear.
9. As soon as possible after the lockdown teachers should return to their normal classroom and take the register and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. All staff in their own offices to ensure that their office(s) is/are locked or blocked.
2. If it is considered necessary for the police to be called, then the Headteacher or Deputy will arrange for either a member of the SLT, PA or a member of the Site Team to do this.

If you are in the location of the incident and if safe to do so we will need from you details of:

Location of incident/suspect(s), last known area

Description of incident/suspect(s) - What has happened, number of intruders, features, clothing, weapons etc.

Further information – casualties, type of injury, building, entrances, exits etc.  This is what will help us TELL the emergency services as much information as possible, as quickly as possible.

3. On instruction of the Head or Deputy, and if it is safe to do so, Site staff to lock the school's front doors and entrances.
4. Individual teachers/LSAs/TAs/Lab Technicians etc to assist and lock/close classroom door(s) and windows, where it is safe to do so. Block doors from the inside if you do not have a key. If possible nearest adult to check exit doors and outdoor classroom doors. All visitors to be kept with main school staff or teacher visiting.
5. Staff to remain calm at all times, do not put students, other staff, visitors or yourself in danger.

Armed Police Response

Should we find ourselves in a terrorist attack or have an armed intruder(s) on site, there are some simple rules we need to follow and remember if the armed police turn up:

1. Follow officers' instructions
2. Remain calm
3. Can you move to a safer area, is it safe to do so without exposing yourself?
4. Avoid sudden movements that may be considered a threat
5. Keep your hands in view.

Officers may:

1. Point guns at you
2. Treat you firmly
3. Question you
4. Be unable to distinguish you from the attacker
5. Officers will evacuate you when it is safe to do so.

Communication with parents:

1. If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - Intouch

2. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
3. Pupils will **not be** released to parents during a lock down.
4. Parents will be asked, if possible, not to call school as this may tie up emergency lines.
5. If the end of the day is extended, due to the lock down, parents will be notified and when it is safe to do so will receive information about the time and place pupils can be picked up from staff or emergency services.
6. A letter to parents will be sent home as soon as is practicably possible following any serious incident to inform parents of context of lockdown and to encourage parent(s) to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills:

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review:

This policy and procedures will be reviewed annually as a part of Business Continuity and Serious Incidents Policy and H+S procedures.

Updated – February 2019