



Brentford School for Girls

LOCKDOWN POLICY AND PROCEDURE

Rev	Date	Description
9	September 2023	Reviewed
8	December 2022	Reviewed
7	December 2021	Reviewed
6	December 2020	Reviewed
5	December 2019	Reviewed
4	December 2018	Reviewed
3	December 2017	Reviewed
2	December 2016	Reviewed
1	December 2015	Initial version.

LOCK DOWN PROCEDURE

Rationale



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 students, 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 should notify the Executive Headteacher, Head of School 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. This policy is governed by the National Police Chiefs' Council – RUN – HIDE – TELL.

Notification of Lockdown

1. Staff will be notified that 'lockdown' procedures are to immediately take place on hearing short bursts of the school buzzer system across the school site and a text message sent to staff via their personal mobile. An email will also be sent at the beginning of the 'lockdown' 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 students 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. Students 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. students 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. Staff should only do this if they are not going to put the group in danger. Once this email has been sent, or as soon as possible, screens should be turned off. However, if in the case of an intruder and it is safe to do so, staff should alert reception to the vicinity that the intruder is in so that this can be relayed to the police if necessary. At no point should you send 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 and that students are not using social media.

8. Staff to remain in lockdown positions until they hear a message over the loudspeaker system letting them know 'to stand down from Lockdown 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 students not accounted for.

Examination Procedures

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the examination room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near a door
- Where safe/possible, the SLT member will communicate the situation to the Exams Officer
- The Exams Officer will collate information from all exam rooms and forward this to the head of centre immediately
- Invigilators will;
 - Lock all windows and close all curtains/blinds
 - Switch off all lights
 - Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - Take an attendance register/head count if possible
 - (if the threat is chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

During an examination

If a lockdown is required during the exam, when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - Tell candidates to stop writing and turn their papers over
 - Collect the attendance register
 - Make a note of time when the examination was suspended
 - Instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
 - Where safe/possible, communicate (via mobile phones) the situation to the Exams Officer(ensuring all mobile phones are on silent mode)
 - Lock all windows and close all curtains/blinds
 - Switch off all lights
 - Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately

- The Head of Centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the Exams Officer (or invigilators in the absence of the Exams Officer) will initiate the emergency evacuation procedure
- The Exams Officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies


Staff Roles:

1. All staff in their own offices to ensure that their office(s) is/are locked or blocked.
2. The Executive Headteacher or Head of School will arrange for the police to be called if it is considered necessary.

If you are in the location of the incident and if safe to do so the following details should be reported:

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 Executive Headteacher or Head of School, 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 not lockable. 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 to avoid putting themselves or others in danger.

Armed Police Response

In the event of a suspected terrorist attack or armed intruder(s) on site, armed police may be deployed to the school. If so the following advice should be followed:

1. Follow officers' instructions
2. Remain calm
3. Move to a safer location if deemed safe to do so
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. 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. Students 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 lockdown, parents will be notified and when it is safe to do so will receive information about the time and place students 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 the incident 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 Emergency Incidents Plan and H+S procedures.