



Brentford School for Girls

LOCKDOWN POLICY AND PROCEDURE

Rev	Date	Description
	<i>May 2025</i>	<i>Next review due</i>
9	May 2024	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

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 students in the school.

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, nearby 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.

Staff Responsibilities	
Executive Headteacher/Head of School	Nominated as lockdown manager to initiate, manage and conclude the lockdown
Senior AHT/SLT	Designated member of SLT to contact police and Local Authority if necessary
Office Manager/Admin team	To sound lockdown alarm To email and text all staff with pre-set notice of lockdown position (i.e. partial, full)
IT team	To issue lockdown notice via pop up on SIMS/computer screens
Caretaking team	To ensure all outer perimeter gates are locked and external entrances are secure, if safe to do so
SLT/Senior staff assigned to blocks	To ensure entrance to designated block is locked/ blocked
Teachers/all other staff	To close windows and classroom/office doors, securing everyone away from windows and stay hidden as best as possible. If the door does not lock, barricade with tables/chairs etc.
Signals	
Lockdown Signals	Long intermittent buzzer Pop up message on all screens
All clear signal	Long intermittent buzzer followed by message – 'Lockdown lifted, all clear all clear', repeated.
Evacuation signal	Fire alarm
Communication	
Internal Communication	Where possible all staff can communicate via emails
Communication with parents/carers	Where possible pre-set text messages and emails will be sent informing of an incident which has led to lockdown, providing reassurances and requesting not to call school or come to the site
Additional notes	Are there any staff or students with additional needs? If so, staff will need to prepare these students well when conducting lockdown drills so that in the event of a real lockdown they are accustomed to the practice.

Lockdown Arrangements

There are two types of lockdown: partial and full.

Partial Lockdown – this may be because of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be because of a warning being received regarding the risk of air pollution etc.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building.



Full Lockdown – this signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. **A Full lockdown requires immediate action.**

Partial Lockdown

1. Staff will be notified via email and text for 'partial lockdown' procedures. **THE AUDIO LOCKDOWN ALARM WILL NOT BE SOUNDED FOR PARTIAL LOCKDOWN**
2. All outside activity to cease immediately, students and staff to return to buildings and remain with doors and windows locked where possible.
3. Senior staff will conduct a risk assessment based on advice from the Emergency services, which will then be communicated to staff and students. **'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.**
4. In the event of an air pollution issue, where possible air vents will be closed. Emergency services will advise on the best course of action in respect of prevailing threat.

Full 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 a text message sent to staff via their personal mobile. An email will also be sent at the beginning of the 'lockdown' and a screen pop-up message, but only if it is safe to do so. Other than the buzzer all these means of notification will only be sent if it is safe to do so and will not put staff in any further danger.
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, smartboards 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 classroom, where possible and remain with that class and class teacher e.g. students using toilets when buzzer goes. If this is not possible students should 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 location as quickly and as safely as possible.

5. Students who are on the astroturf should make their way to the main hall, or Pankhurst gym. Students who are on the tennis courts should make their way to the music room or nearest open room.
6. 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 any students not accounted for (if possible). 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.
7. Staff to support students in keeping calm and quiet.
8. 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.
9. 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.
10. 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
- 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.

Emergency Services

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.

Lines of communication will be kept open with emergency services throughout the lockdown. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident.

Emergency services will support the decision by the Executive Headteacher/Head of School regarding the timing and content of communication to parents. In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency.

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.