



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, staff and visitors 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 in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

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.

A copy of this policy will be emailed to staff when it is first introduced and then included in the new employee's pack. A copy of this policy can also be found in the staff handbook and on the Parents' Page on our website.

The Bursar, in conjunction with the Headmaster and Senior Management Team (SMT), will schedule at least two practice lock-down drills per year at differing times and 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 Headmaster, or, in his absence the Bursar or the Deputy Headmaster, 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: Pulsing sound on the Fire alarm system
Staff on the sports field and the copse will be contacted on their mobile phones
- Partial Lockdown: Verbal message will be sent via class/office telephones
- All-clear: Verbal message will be sent via class/office telephones

A. Full Lockdown

1. In the event of a lockdown, the lockdown alarm will be activated by the Office Manager/Receptionist/Staff acting on their responsibility or under advice / direction from the Headmaster, Bursar or member of SMT as applicable to the event.
2. It is mandatory that all pupils and adults remain in the building / classroom / office they are in at the time. Pupils must be closely accompanied by staff at all times.
3. Staff members who are not teaching at the start of lockdown should go to the nearest classroom or remain in the staff room.
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. The Bursar’s Office will act as the Communications Office.
6. Where children are not in their classrooms, they must be directed by staff as follows:

Area/Time	Refuge
Break Time - outdoors	Closest classroom / building as directed by duty staff
Forest School	Remain outdoor and lying down
Sports field	Copse or school reception
Swimming pool	Hall
Tennis courts	Closest classroom/building or the copse as directed by duty staff

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 wall in the most non-visible corner or sit quietly out of sight (eg under desks).
10. Pupils and adults are to remain quiet at all times.
11. Register taken/Headcount - the school office will contact each class in turn for an attendance report via classroom telephones, mobile phone or in person.
12. Where practicable, staff should contact the School Office by email (enquiries@dolphinschool.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 SMT.
14. At any point during the lockdown, the fire alarm may sound and a verbal message sent via classroom telephones, 2-way radios or mobile phones which is a cue to evacuate the building.
15. During the lockdown staff will keep agreed lines of communication open, via classroom telephones, but will not make unnecessary calls to the Communications Office as this could delay more important communication.
16. Parents should be contacted about the time and place to pick up their child, if appropriate, (see below) using the texting facility in Schoolbase.

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 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 Headmaster, Bursar or Deputy Head or senior member of staff present and conveyed over the site by a verbal message sent via class telephones, or in person.

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 Headmaster or senior staff member but this must be supervised by a member of staff
- Once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on the information available and advice received 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 school 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 Parents’ Page of the school website and routine practices communicated with parents via the weekly information sheet with information regarding the effectiveness of the procedure.
- In the event of an actual full lockdown or partial lockdown, parents will be informed as soon as possible.
- 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 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 an emergency provider's access to the school and may 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.
- Parents will be reassured that any measures needed to ensure the incident does not re-occur are put into place.

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 Headmaster regarding the timing of communication to parents.
- 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.

Date: February 2020

Review date: February 2021

Appendix 1

Initial Response/Lockdown

Incident identified and confirmed.

Contact Police (999) and give specific location, offender description or other relevant details.

Contact Headmaster's office to start lockdown process.

LOCKDOWN

A pulsing sound from the fire alarm system. Staff on the sports field and canteen will be contacted by mobile phones. All persons inside or close to the buildings take cover in nearest classroom. If outside, go to closest safe building or to the canteen.

Inside, staff close and block classroom doors, lock where possible. Close all windows, draw curtains/blinds and turn off lights.

Staff seat students on the floor, against walls, under desks and with as many as possible out of sight from windows and doors.

Staff reassure students and maintain silence.

Remain locked down until an all-clear has been given either verbally or by phone.