



Wychwood School

## **Lockdown Policy**

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**Date of next Review: June 2020**

### **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 being alerted of a lockdown the procedures for a *full* lockdown will always be implemented (worst case scenario). As soon as possible staff will be informed if this can be de-escalated to a partial lockdown by the Head, Bursar or Deputy Head.

Copies of this policy will be disseminated via the school website, in 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 one practice lock-down drill per term at differing times and will be responsible for ensuring all staff members and pupils are clear about the procedure before the practice drill takes place. Staff will remind pupils of the lock-down procedure during form time and assemblies each term.

### **Lockdown Notification Software & Procedures**

The school has procured 'Notify' by Netsupport, which will instantly flash text messages up onto school PC's in classrooms, offices and across the whole network. This software can be activated by any member of SMT. The intention is that all screens will display up-to-date messages and instructions for the whole school to follow. This will include giving the all-clear when appropriate.

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

### A. Full Lockdown

1. In the event of a lock-down, the lockdown notification will be activated by the bursar or premises staff acting on their responsibility or under advice / direction from the head, bursar or member of SMT as applicable to the event.
2. The head, bursar or other member of SMT will contact the emergency services as appropriate.
3. 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 accompanied by staff at all times. The same principle applies to the boarding floors, where all staff and girls should move to Porch in the Main House and Concorde and Pyjamas in 2/4.
4. Staff members who are not teaching at the start of lock-down should check common areas for pupils and direct them to the nearest classroom; they should also go to the nearest classroom.
5. Staff who are teaching should stay with their class at all times. Staff should switch mobiles to silent. SMT will use the Wats App app. to contact girls and staff.
6. Administrative staff in the front office must move to the staff room which will act as the communications office, taking mobile phones with them. Administrative staff on other floors should join them.
7. Where children are not in their classrooms, they should go to the following places: they must be aware that they may not have a member of staff with them but that every effort will be made to communicate with them They should switch mobiles phones off. Staff may use school e-mails to contact girls so if there has been no sound at all for 15 minutes after the lockdown alert ONE girl may check her e-mail with the phone on silent if she can do so without the light attracting any attention.

Area/Time	Refuge
Break Time – outdoors	Closest classroom / building
Dining Room	Remain in the basement
Library	Red Room
2-4 Changing Rooms	Remain in Changing Rooms
The House Basement	Remain in the basement
Girls in boarding rooms	Collect in the Porch room in The House or Concorde and Pyjamas in 2&4

8. Catering staff should make their way to the kitchen stores immediately. Staff should switch their mobile phones to silent. SMT will use the Wats App app. to contact girls and staff.
9. 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 heavy furniture against all doors to hinder access.
10. Pupils and staff should be positioned seated against the door wall in the most non-visible corner. If rooms have more than one door or window, then all occupants must stay out of eye line from those doors and windows at all times.

11. Pupils must switch off electronic devices: flashes of light, vibrations or ring tones attract attention.
12. Pupils and adults are to remain silent at all times.
13. Where practicable, senior staff should contact the Communications Office by using the WhatsApp feature on their phones. A key group of staff have been set up and this secure encrypted channel allows them to contact each other at minimum risk. They will decide whether to lift the lockdown. They may attempt to confirm which pupils and staff are present, stating which area of the school they are in. This will be done by e-mail. Pupils and adults should remain in this position until "all clear" is announced by a member of the Senior Management Team. This will be by the intermittent sounding of the school fire bells.
14. Girls are not to contact parents until given the all-clear to do so to avoid bringing parents into a dangerous situation
15. Parents should be contacted about the time and place to pick up their child, if appropriate, (see below) Cascade as always used to be done and office assistant can send a full school e-mail from the staff room.
16. Neighbouring schools will be contacted at the earliest opportunity.

#### Immediate action:

- All staff and pupils remain in building: external doors locked by staff; windows locked and blinds / curtains closed by staff or girls.
- 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.

#### **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. It is also a reduced state of alert after a full lockdown.

Here mobile phones should be set to silent but kept within view. Staff and girls can therefore receive e-mails. Netsupport Notify will still be used to communicate with classrooms and offices.

De-escalation from 'Full Lockdown' to 'Partial Lockdown' will be determined by the head, bursar or deputy head or senior member of staff present and conveyed over the site by Whatsapp, then e-mail and then by messenger if appropriate.

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

- The School's lockdown procedures will be published on the website on the policies section and practices will be reported to parents by the bursar by e-mail 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:

**Wychwood is in a full/partial lockdown situation.**

**During this period the phones, office and entrances will be un-manned, and external doors locked. We are taking the best care of your girls.**

**Please do not attempt to visit or phone the School. Please wait for further instructions and information.**

- Parents should be given as much information about what will happen/is happening or has happened as possible 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 services, outside agencies, or parents as required;
- Parents are asked not come to the school. This could interfere with emergency services' 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.

### **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;
- 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 termly.
- Pupils should also be aware of the plan. Regular practices similar to Fire Evacuation Practices will increase their familiarity.