



Emergency Lockdown Policy

Date last reviewed	Nov 2021
Committee Responsible	SBS
Designated member of staff	Gary Bashford
Date of next review:	Nov 2023

STATEMENT OF INTENT

Grey Court School is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

Scope

This policy applies to employees, volunteers, parents/carers/students and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into Lockdown.

Guidelines

The Grey Court School Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. 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 students, staff and visitors to be outside. Copies of this policy will be disseminated via the school and staff handbooks and via notices in the school offices, library and other appropriate areas around the school.

The Associate Headteacher, or another member of school staff designated by the Headteacher, will schedule at least one practice Lockdown drill per year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Procedures

In the event of an emergency, the Headteacher will make the decision, in consultation with police when deemed necessary, with regard to whether the site needs to be locked-down.

Lockdown procedures

- In the event of the main building Lockdown, the Lockdown alarm will be activated by the office or site staff on duty - This is six rings of the bell followed by silence, then repeated continuously. In the Sixth Form a bell will be rung and the alarm raised by Senior Staff. In Newman House Staff will circulate to inform of the lockdown. The office will contact the Sixth Form and Newman House and any staff on the field/s doing PE. Students and staff doing PE should come into a secure area in the nearest building.
- If the bells stop this is NOT an indication that the Lockdown is over.
- It is mandatory that all students and adults remain in the building/classroom/office they are in at the time. Students and adults who are in the hallway are to move into the closest occupied classroom or office.
- Staff members who are not teaching at the start of Lockdown should go to the nearest classroom or office.
- Senior staff should check corridors for students and visitors not matching the intruder description (if known) and direct them to the nearest classroom.
- If the Lockdown alarm sounds during break time or lunchtime, students and staff should immediately make their way to the closest classroom or office.
- Windows and blinds should be fully closed in the classroom/office and the door locked, if possible. If the door cannot be locked from the inside, then a heavy object should be placed across it, e.g. a desk or cabinet.
- Students and staff should be positioned against the door wall in the most non-visible corner, seated.
- Students are not allowed to use any phones or electronic devices. Staff must check they are fully switched off so that they cannot make a sound.
- Students and adults are to remain quiet at all times.
- Where practicable, staff should contact the School Office and Senior Leadership Team by email to confirm which students and staff are present, stating which area of the school they are in. Email will be the main way of communicating with staff following a lock down.
- Students and adults should remain in this position until 'all clear' is announced by a member of the Senior Leadership Team or there is one long sounding of the bell continuously. If the bell should stop sounding it does not mean it is the end of the lock-down.
- Parents should be contacted about the time and place to pick up their child, if appropriate (see below), using the school's 'In Touch' system.

For Parents

Information about the school's Lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a Lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents

are requested not to come to the school, as students will not be released to parents during Lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the Lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

Intruder Procedures

From time to time, staff may be confronted by an intruder in the school grounds or may need to confront someone who does not appear to have any legitimate reason for being on site. All visitors to our site should go via reception and will be provided with a visible lanyard that must be worn at all times. A person without a lanyard should be considered as an intruder. In such a case, you should use your professional judgement and use the following procedure:

- When confronting an intruder, take another staff member with you.
- Ask a third staff member who is not involved to call the office, who should inform the site team immediately.
- Determine who will initiate contact with the intruder and who will be the back-up person. If possible, include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
- Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Report the situation to the office/SLT/site team. You may call the police if you judge the situation warrants it.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon:
 - Back away slowly and leave the area.
 - Both of your hands should be up with your palms facing the intruder while slowly backing.
 - As soon as it is safe to do so, report the situation to the Headteacher or SLT and/or site staff immediately.

Related Policies & Documents

- Safeguarding Policy