



مدرسة إيليت الأنجليزية  
**The Elite English School**

## **SCHOOL LOCKDOWN PROCEDURE**

### **The Elite English School aims:**

To develop as a vibrant, dynamic community committed to the principles of "Every Child Matters" so that all of our students.

- are safe and healthy.
- enjoy and achieve.
- make a positive contribution.
- experience success so that they are equipped to make their way in the world of work.

### **Lockdown Procedure**

#### **School Lockdown Procedure Policy**

Lockdown procedures may be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in The Elite English School. The school will send out emails to inform students how to keep safe. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose.

It is of vital importance that the lockdown procedures are familiar to all members of the strategic team, the site team, administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill must be undertaken at least once a year. Parents should be informed the school has a lockdown plan, and a copy is placed on the school website.

## **Communication procedures between parents and the school.**

- Lockdown procedures, especially arrangements for communicating with parents, will be routinely shared by email or via the schools website. In the event of an actual lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:
  - are reassured that the school understands their concern for their son/daughter's welfare, and that it is doing everything possible to ensure their safety.
  - do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers.
  - do not come to the school as this could interfere with the emergency services' access and may put themselves and others in danger
  - wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from.
- We will keep in touch with parents as far as is possible; please do not try to phone again as this will tie up the school's phone lines and possibly prevent messages getting through to or from the emergency services'.

## **Emergency Services**

It is important to keep lines of communication open with 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 the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Principal with regard to communications to parents.

## **Roles and responsibilities**

In the event of a lockdown event there is a clear responsibility ladder, the Vice -Principal along with Health & Safety team will co-ordinate all actions and decisions required until the emergency services arrives.. A member of the communication team will be directed to make the call directly to the police from a heads office. The office door will be locked and barricaded, the members of staff will be required to give details of the incident and descriptions of the intruders. The police will be kept on the phone at all times and they will follow instructions and pass these to the leadership team.

## **Communication**

- Phones should be switched to silent, as not to attract attention.
- SLT and site staff will be dispatched to lock external doors if possible. Internal doors on the main corridor have interior facing bolts that will be locked as they proceed around the school.
- Students and staff found out of lesson, are to run and hide at the nearest appropriate room, shut the door, barricade if possible and hide out of sight.

## **First Aid equipment**

- First aid equipment is located in the school office, PE office and head teacher office
- Heavy duty gauge, bandages alongside standard first aid equipment is kept in all locations.
- A defibrillator must be accessible at the front of reception.

## **Procedure for the start and the end of the day.**

1. All students are to quickly move to the form rooms for registration, any stray students to be taken to nearest safe point. Lock down the rooms, barricade doors and cover glass in doors and stay silent.
2. Office staff to inform police and lock other possible entry points.
3. Staff will be notified of the all clear by other staff members individually informing each classroom.
4. Classes will be returned to normal and staff will await further instructions by senior leaders or the police.

## **Procedure during the working day for full emergency lockdown.**

1. Office staff to inform of an intruder
2. Office staff to alert police, unless directed by the Vice Principal.
3. Staff to lockdown classrooms and clear any students to a safe place. Barricade doors if needed.
4. Senior leaders and site staff directed to lock external doors and interior doors
5. Staff awaits communication. Stay quiet and hidden
6. If staff feels escape to the field is required then they should take any action required to do so.
7. If the fire alarm sounds during the lockdown, students will be directed to the bomb alert area of the school field

## **Procedure during the working day for a bomb scare/attack.**

8. Office staff to inform staff of the situation.
9. Office staff to alert police by mobile phone, unless directed by the Vice Principal. Office staff to walk out to the field keeping the police on the line at all times.
10. Staff to calmly direct students to the far field before the exit gates in tutor groups. Students to sit on the floor, everyone must be quiet. This procedure must happen no matter the weather conditions. Registers will be taken.
11. Senior leaders and site staff to check classrooms and clear any students to the check point. Await instructions from the police or Vice Principal.
12. Staff awaits communication.
13. Once the site has been confirmed as safe, students will be directed back into the building.
14. If the decision is made to evacuate the school site as it is too dangerous, then the site manager will open the back gates.

## **Procedure for intruder on sports field. -**

When any classes are on the playing fields staff members should carry radios and an air horn

1. On receiving information of intruder office staff to alert internal building and contact the police.
2. Staff must immediately lock down rooms.
3. Senior leaders and site staff will immediately move towards the rear of the school to secure.
4. Office staff to inform police and lock other possible entry points, alert staff and students inside of the building.
5. Staff will be notified of the all clear by other staff members individually informing each classroom.
6. Classes will be returned to normal and staff will await further instructions by senior leaders or the police.

## **Procedure for partial lockdown -**

In a partial lockdown staff and pupils 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; however teaching and work can continue as usual. 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. It may also be as a result of a warning being received regarding the risk of air pollution, etc

1. All outside activity to cease immediately, pupils and staff return to building.
2. All staff and pupils remain in building and external doors and windows locked.
3. Free movement should not be permitted within the building unless due to medical reason.
4. In the event of air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
5. Use anything to hand to seal up all the cracks around doors and any vents into the room you aim to minimize possible ingress of pollutants.
6. Staff should await further instructions from the headteacher.

## **Additional information regarding locks, rooms and windows in the event of a full emergency lockdown**

- Staff will be issued with keys for their doors which will be stored in an identified safe place in the room. Students will not be aware were this safe place is. Staff sharing rooms will have this identified to them.
- All lights should be switched off and if possible blinds and curtains shut in an emergency event.
- SEND rooms should be locked and barricaded.
- In the event of a lockdown procedure your main priority is to run, hide, tell. See the attached links to this document for more information.

- Members of staff in the event of an escalating emergency may decide that exiting the room via a window is the safest option. In an event like this you must make a decision and take any action you deem appropriate.
- Main corridor doors have internal side facing locks, as the school is locked down by SLT these will be used where possible to further secure the site and make access to intruder difficult.
- Reception secure entrance will be locked down and will give valuable seconds to help run, hide, tell.

## **Information for Parents (shared on website)**

All schools are required to have Lockdown procedures in the case of dynamic emergencies. Our school has a comprehensive policy covering such a situation. It is important that parents have guidance on what they could expect if there were a Lockdown in progress. Obviously, such emergencies would all present unique challenges, and the school would be obliged to follow guidance from the relevant emergency services which may differ from the information below. However, we hope the procedures below are helpful to you in knowing what you could expect.

## **Procedural information for Parents**

Should a Lockdown occur, it is advised that developments are communicated to parents /guardians as soon as is practicable and in some cases in agreement with the emergency services. Parents will be naturally be concerned, anxious and all accurate information releases will assist to alleviate undue anxiety.

The school's main priority is the safety and welfare of its pupils, and dealing with the immediate situation. However, we will endeavour to ensure that parents / guardians are given enough information to enable them to understand the potential outcome and when possible time frames so that they:

- Are reassured that the school / emergency services understand their concern for their child's welfare, and that everything possible is being completed to ensure their safety.
- Refrain from directly calling the school's office. Calling the school will tie up telephone lines that will be required to be used by the responsible person and the emergency services.
- DO NOT from initially attend the school. This may interfere with the emergency provider's access / investigation and may put themselves and others in danger.
- Wait patiently until a safe and satisfactory outcome has been achieved and agreed by all parties, where a designated safe area will be identified for the safe handing over of the pupils to their parents / guardians.

During the initial "breaking news" of the incident it is vital that all parents are re assured regarding the welfare and safety to their children is paramount and that the matter is being dealt with by the emergency services.

However it must also be stressed that at this time "the school is in a full lockdown procedure. During this period the switchboard and entrances will be un-manned, external doors will be locked and no person is allowed in or out of the premises until further notice."

**UPDATED AND REVIEWED  
MARCH 2023.**