

ENFIELD GRAMMAR SCHOOL



An Academy Trust
(Company No. 07697044)

LOCKDOWN PROCEDURE

Policy Author	Deputy Headteacher
Approval	Resources and Management Committee
Approval Date	June 2019
Review Date	June 2020

Rationale

The purpose of this document is to provide instructions for staff in the event of an incident that requires whole school lockdown.

Lockdown Procedures

Circumstances triggering a lockdown

These lockdown procedures are planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of the day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

Alerting the school community

Any member of staff who believes that the school is subject to an attack should call the police and then inform reception staff straightaway, providing information about the situation.

Reception staff should inform the Headteacher. In the Headteacher's absence, a Deputy Headteacher must be informed.

The Headteacher/Deputy Headteacher makes the decision whether to impose lockdown.

Reception staff must inform the School Business Leader, IT Manager, Site Manager and the other site school office of the situation.

Reception staff to notify the duty manager who informs the other duty manager so that both sites are aware of the situation.

If the decision is taken to impose a full lockdown, the Office Staff will sound the bell with:

- 3, 3 second bursts for a full lockdown
- 5, 5 second bursts for a partial lockdown

IT will ensure that a message is sent to all teachers screens to all staff stating "EGS 1558" - this is to be used as a safe code so staff know when the lockdown has ceased.

The Headteacher will notify the Chair of Governors of the situation as soon as practicable.

Response to lockdown alert

FULL Lockdown

The following procedures should be followed when the threat or intruder is inside of the school building/perimeter:

- The bell will be sounded 3 times, each ring lasting 3 seconds.
- Exterior doors/gates **ARE NOT** to be locked.
- Students on the school site but outside the buildings should return to the nearest building and go to the nearest classroom or inside space but only if it is safe to do so. Staff with students should use their judgement. It may be safer to stay out of the school building and seek alternative safe place – Enfield County School or EGS Upper/Lower School - especially during a high risk incident.
- Students inside the school **MUST** go to the nearest available classroom or inside space.
- PE classes – staff to be notified via phone and email and should go to the following safe places and await further instruction:

Teaching Area	Nearest Safe Space/Action	Issues	Alternatives
Upper School Sports Hall	Lock door and send pupils into changing room	Main door may not lock from the inside. Bolt securing left hand door does not seem very sturdy. Two fire exits at the bottom end need to be locked	Use benches inside the changing rooms to create barricade
Main Hall	Kitchen	Door to the kitchen may be locked and may not be safe to fit 24-25 extra people	Library but then pupils would have to cross the corridor.
Ball Hall/Fitness Room/Gym Changing rooms	Male and Female changing rooms in the Ball Hall can be locked from the inside		
3G	Enter the pavilion. Locking outside gate into the 3G once all students are inside the fence should be done for each lesson	PE staff do not have keys or alarm codes for the pavilion	Go to the Ball Hall via the safest route
Back Field	Go to the pavilion at the 3G	Depends where major threat is	Go to the Ball Hall via the safest route
Front Field	Donkey Shed changing room	Unsure if door locks from the inside	Go to the Ball Hall via the safest route
C14	Ensure door is locked, barricade door, pull blind down		
PE office	Lock door and barricade with desk		

- Classroom doors should be locked (where a member of staff with key is present). If doors cannot be locked, barricade the door.
- All phones should be switched to silent mode.

- Windows should be locked and blinds drawn. Students are to sit quietly out of sight (e.g. under desks or around a corner and away from windows).
- Staff should then await further instructions.
- Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- Teachers should encourage students to stay quiet and calm.
- Teachers should take attendance register of students in each classroom and prepare a list of missing and extra students in the room.
- IGNORE any fire alarm activation, as the school will not be evacuated using this method.
- DO NOT leave the building until you have heard the “all clear” by announcement only followed by the safe code - EGS 1558.
- DO NOT respond to anyone at the door until “all clear” is announced. The safe code is EGS 1558. Only open the door when this is given.
- The Headteacher will conduct an ongoing risk assessment based on advice from the Emergency Services.
- Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.

PARTIAL Lockdown “Lock in”

The following procedures should be followed when the threat is outside of the school main building/perimeter.

- The bell will be sounded 5 times, each ring lasting 5 seconds
- Site team amend access control so exterior doors and gates are **locked** if the threat is during a time when the gates are usually open e.g. before school/during lesson change over.
- Duty Manager (upper) to go to back gate and Duty Manager (lower) to go to top gate to control access in and out, allowing students/staff to enter and refrain students/staff from leaving.
- Head of Year or SLT member to go to Parsonage Lane gate (lower) and front gate (upper) to control access.
- PE classes – staff to be notified via phone and email and should go to the following safe places and await further instruction:

Teaching Area	Nearest Safe Space/Action	Issues	Alternatives
Upper School Sports Hall	Lock door and send pupils into changing room	Main door may not lock from the inside. Bolt securing left hand door does not seem very sturdy. Two fire exits at the bottom end need to be locked	Use benches inside the changing rooms to create barricade
Main Hall	Kitchen	Door to the kitchen may be locked and may not be safe to fit 24-25 extra people	Library but then pupils would have to cross the corridor.

Ball Hall/Fitness Room/Gym Changing rooms	Male and Female changing rooms in the Ball Hall can be locked from the inside		
3G	Enter the pavilion. Locking outside gate into the 3G once all students are inside the fence should be done for each lesson	PE staff do not have keys or alarm codes for the pavilion	Go to the Ball Hall via the safest route
Back Field	Go to the pavilion at the 3G	Depends where major threat is	Go to the Ball Hall via the safest route
Front Field	Donkey Shed changing room	Unsure if door locks from the inside	Go to the Ball Hall via the safest route
C14	Ensure door is locked, barricade door, pull blind down		
PE office	Lock door and barricade with desk		

- Students arriving at the affected site will be advised to go back to the other site via the intercom.
- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils MUST remain inside.
- Headteacher will conduct an ongoing risk assessment based on advice from the emergency services.
- Teachers should take attendance register of students in each classroom and prepare a list of missing and extra students in the room.
- DO NOT evacuate the building and ignore fire bell.
- DO NOT leave the School until you have heard the “all clear” by announcement only followed by the safe code EGS 1558.

Training

- Staff are informed about the lockdown policy.
- Staff training on the run, hide and tell practice (Appendix A).
- Students are informed about lockdown procedure.
- Information to parents in a newsletter that we have a lockdown policy.
- Lockdown drill (for both full and partial lock downs) will be undertaken at least once a year.

Responsibility to review document

The policy is reviewed once a year by the Resources and Management Committee.

PARTIAL Lockdown – Threat is **outside of the school buildings/perimeter**

Bell will be sounded 5 times, each ring lasting 5 seconds. In addition, an email sent to all staff notifying PARTIAL lockdown



Exterior gates **TO BE locked** by site team if at a time when gates are usually open



Designated members of staff to go to allocated gate to control access to site



All students and staff must remain inside and return to the nearest classroom/inside space if they are outside



Await clearance code

FULL Lockdown – Threat is **inside of the school buildings/perimeter**

Bell will be sounded 3 times, each ring lasting 3 seconds. In addition, an email sent to all staff notifying FULL lockdown



Exterior gates are **NOT** to be locked



All students and staff must remain inside and return to the nearest classroom/inside space if they are outside



Students inside the school must go to the nearest classroom



- Classroom doors should be locked or barricaded
- Windows locked/blinds down
- Phones on silent
- Keep students calm and quiet



Await clearance code

APPENDIX A - Stay Safe - Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE. Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call 999 - What do the police need to know?
 - Location - Where are the suspects? Direction - Where did you last see the suspects?
 - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information –
 - Casualties, type of injury, building information, entrances, exits, hostages etc.
 - Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so

RUN HIDE and TELL leaflet http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe Film for training <https://www.gov.uk/government/publications/stay-safe-film>

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.