

Wotton House International School

LOCKDOWN PROCEDURE 2020

under constant review

Lockdown 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, students, parents or visitors.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment.

What could prompt this:

A warning being received regarding a risk locally, for example air pollution, smoke plume, gas etc

A reported incident of civil disturbance in the local community - or an intruder on site - with the potential to pose a risk to students and staff and visitors.

If a patient escapes from Wotton lawn. Tel 01452894500 immediately to alert warden.

Wotton Lawn staff will also alert us if they are aware of a patient entering our ground over party wall by phone.

Call the Raikes Centre 01452 309510 if any student appears at our school.

Upon hearing the alert for a lockdown

The signal is : Activation of a personal alarm which has been issued to staff.

What to do:

All outside activity to cease immediately, students and staff return to the building. If the threat was internal to the building, staff will communicate via mobile phone.

All staff and students remain in the building and external doors and windows locked and shuttered where possible.

Movement may be permitted within the school building dependent upon circumstances but this must be supervised by a staff member.

Once all staff and students are inside senior staff will conduct a dynamic risk assessment based on the information available. This can then be communicated to all staff and students. *This event may well incur a new risk assessment to be put in place and a possible change of procedure.*

School telephones to be kept free to send messages.

Private mobile phones to be switched on ready to receive or send messages and instructions. Mobile phones should be switched to silent as there are incidents where it would be appropriate for individuals to remain as quiet as possible and remain unseen and unheard.

The principal will be notified of any child/adult not present and office staff will arrange for a search for the missing child/adult

Should emergency services be needed, the Principal and office staff will dial 999 and request the emergency service required. Schools will be led by the advice of emergency services regarding communication with parents. Parents may be notified via text or email regarding the emergency.

If parents are required to collect their children before the usual end of the day office staff will start the contacting process.

If Lockdown continues past normal school end, children will be released from school on the advice of the emergency services. They will be picked up from the front door by their parents or a nominated representative. Any children not collected will be taken to the hall and be supervised until parents come to collect them.

Whilst this is a Lockdown Policy, depending on the incident you should also be aware of the following guidelines in the event of a fire arms or weapon attack whilst you are in the school surroundings....

Annex 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?
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

■ If you can't RUN, HIDE.

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.

Discussion Point:

Zone A (Great Hall) - safe lockdown area.

Zone B - A good assembly area where there may be a threat internally or to the front of the building. This is not necessarily a good place to stay but to group and assess what the next steps should be.

Zone C - the dining room - unless there is a weapon attack and we need to be away from windows. A secondary internal back up area where the first may be compromised by individuals or hazard.

Zone D - this site would be used if we need to move off site and to get to vehicles with heads counted.

There is a Personal Emergency Evacuation Form in the H & S forms folder in the office which should be completed with anyone with additional needs. ie Visual or Mobility impaired.