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Lockers Park School Emergency Lockdown Policy

Introduction and Context

This Policy is intended 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

Lockdown Guidelines

The Lockers Park School Lockdown Policy applies when students and staff need to be locked within buildings for their own safety.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community;
- A dangerous individual in the locality;
- An intruder on the school site with the potential to pose a risk to students, staff and visitors;
- A warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- Serious accident on-site requiring good access for Emergency Services.

Lockdown

A school lockdown is a procedure that is initiated when the Headmaster believes that there is a credible threat to learners and staff safety. The procedure has two stages as follows:

Full Lockdown – This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty. A full lockdown can be downgraded to a **partial lockdown** at the discretion of the SLT – we remain in lockdown but it is safe for lessons to continue inside the building with restricted movement. 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 children in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc.

Testing of the Policy

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

Lockdown Procedure

In the event of an emergency, the Headmaster or in their absence the Deputy Head will make the decision, in consultation with the Police when deemed necessary, with regard to whether the school needs to be locked down.

Only in circumstances where danger is clear and present, and no delay can be tolerated (such as an obviously armed and dangerous intruder), should a member of staff who is not part of the SLT cause the lockdown alarm to be sounded.

Location points of alarms for emergency lockdown are; Front office, Headmaster's Office, Little Lockers

Full Lockdown

Staff will be alerted to a full lockdown by a short persistent alarm sounding throughout the school buildings, sounded by the Headmaster (or the designated SLT on Duty in their absence), alongside an urgent message across the staff email/Teams group stating, 'Full Lockdown – Act Now'. Staff at the external sports field and at Forest School will be notified by a telephone call to the lead member of staff. This signifies an immediate threat to the school. The aim of a full lockdown is for the school and its rooms to appear empty.

A full lockdown may be downgraded to a partial lockdown at the discretion of the Headmaster or delegated member of SLT. Staff will be alerted to this change via an urgent email sent to all staff, alongside an urgent message across the staff Teams group stating 'Sheltering in place – Act Now'. Staff at the external sports field and at Forest School will be notified by a telephone call to the lead member of staff. This may be 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 – but no immediate risk to students within allocated zones of the school building. It may also be a result of a warning being received regarding the risk of air pollution etc.

Immediate Action

- All outside activities to cease immediately
- All pupils and staff outside to be find shelter in the nearest shrubs and await communication for further movement.
- If it is clearly unsafe to move towards the school building, the staff members overseeing activities outside will escort the children to St Johns church, Boxmoor, in an orderly manner and notify SLT of their actions. Reverend Macey can be contacted on 07972266881 in the event that the church is locked.
- All pupils and staff already inside to remain in their current classroom or office.
- External doors locked.
- Classroom doors locked.
- Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)
- Lights, smartboards and computer monitors turned off.

- Mobile phones / tablets turned on to silent.
- Register taken – the Front Office staff will contact each class in turn for a register via email
- Staff should await further instructions, and remain in 'Full Lockdown' mode until notified via the approved means.

In the event that a fire alarm sounds during a lockdown – do NOT evacuate unless specifically guided to do so by a member of SLT.

All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and pupils. Downgrading to partial lockdown is a measure which puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate, any alleviation of measures will be communicated to staff as appropriate. Unless told otherwise, staff and students should remain in full lockdown.

Emergency services will advise as to the best course of action in respect of the prevailing threat. If necessary, parents should be notified as soon as it is practical to do so via the school's established communication systems

- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building the fire alarm will be sounded.
- Staff should await further instruction.

Staff and students remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. The move to an evacuation will be communicated by a warning via email and messages on the staff group. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the office as this could delay more important communication.

External Communication

During a lockdown there will be a significant temptation to contact family and friends both for staff and pupils. This is discouraged as, should an emergency response be required, any civilians attempting to travel to or enter the site could impede the emergency services.

Communication between Parents and the School

School lockdown procedures will be available to parents on the policy section of the school website. In the event of an actual lockdown parents will be communicated with as soon as practically possible via email and/or text message. It is obvious that parents will be concerned but by regularly communicating accurate information we will help to alleviate undue anxiety. Information shared with parents will include:

- They do not need to contact the school - calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school – they could interfere with emergency providers' access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to collect their child and where this will be from
- Reassure them that the school understands their concerns for their child's welfare and that school is doing everything possible to ensure their safety. **It is important that part of the communication to parents includes 'the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out'.**

In the event of a closed site over a longer period.

In the event that the school community cannot return to site in a time following the lockdown, SLT and administration staff will be stationed in Abbots Hill School from where they will communicate next steps to the school community.

Boarding Procedure

The out-of-hours procedure aims to ensure the safety and wellbeing of the Boarders, Boarding Staff and other Staff on site.

If the Boarding Staff are notified of an incident that could potentially trigger lockdown procedures, they should immediately inform the following:

- Boarding Parents.
- Live-in staff.
- Headmaster and/or Deputy Head.

The Boarding Staff should immediately:

- Lock the code doors throughout the Boarding House.
- Check the whereabouts of all Boarders.
- Register all Boarders in the House and make them aware that they must stay in their rooms or Common Rooms.
- Contact by mobile phone the parents/guardians of Boarders who are off-site or text alert, they should be advised not to return to Lockers Park, until they have the all-clear from the Boarding Staff. If Boarders are on a trip, the trip leader should be contacted and apprised of the situation. The trip leader should be advised to delay the return to Lockers Park until they have the all-clear from the member of staff in charge.

If boarders are using the school site, the intruder alarm will be set off by the member of boarding staff in charge and boys will gather in the nearest safe space. If it is unsafe to return to the building, the staff should escort boys to St Johns Church, Boxmoor and notify the Headmaster/Deputy Head of their actions. Reverend Macey can be contacted on 07972266881 in the event that the church is locked.

End of Lockdown

Once notified that the lockdown situation is resolved, the Boarding Staff will unlock the Boarding House doors, and Boarders and Staff move freely on site.

Lockdown Practice

As with fire drills, the out of hours lockdown procedure can be practised in order that Boarding Staff and Boarders are made familiar with the process and any problems with the procedure can be identified. The lockdown procedure will be practised annually. New staff will be briefed on the lockdown procedure as part of their induction process.

Bomb Threat

The vast majority of bomb threats are designed to cause alarm and disruption. While many bomb threats involve a person-to-person telephone call, an increasing number are sent electronically using mail or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999. In the event of a received bomb threat, we must follow the lockdown procedures as outlined in the 'Partial or Full Lockdown Procedures' enclosed in this policy. If you are unable to complete the directions given in the policy, you must alert a member of staff to do this. If you receive a bomb threat communication, you should:

- Stay calm and listen carefully
- Complete the check list as detailed in Appendix 1
- If practical, keep the caller talking and alert a colleague to dial 999
- If the caller number is displayed take note of the number, otherwise dial 1471 to obtain the caller number once the call has ended

- If the threat is a recorded message, then you must save the message and write down as much detail as possible
- If the threat is received by text message do not reply to, forward or delete the message
- Note the number of the sender and follow the advice given by the police
- If the threat is delivered face-to-face try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti treat as police evidence and stop other people touching the item
- If the threat is received via email or social media do not reply to, forward or delete the message
- Note the sender's email address or username
- Preserve all web log files to help the police investigations

Advice will be taken upon calling 999. If an evacuation is required, the fire alarm will sound. All students will be instructed to gather on the 'Astro'. Teachers should escort students there using front pitch if emergency vehicles are accessing the site. Registers will be taken and reported in the same manner as a fire drill.

If a prolonged evacuation is required, children will be escorted in a calm manner to St Johns Church, Boxmoor. Parents will be instructed to collect children from this point. Guardians/parents will be instructed to collect boarders at this time.

BOMB THREAT CHECKLIST

This checklist is designed to help staff deal with a bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat

Record the call if possible. Record the exact wording of the threat in the box below:

Ask the following questions and record the answers in the box supplied.

QUESTION	ANSWER
Where is the bomb right now?	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Details of the call:

Time and date of call	
Length of call	
Caller's number if displayed	
Time the police were contacted	
Number on which the call was received	

Details of the caller:

Gender	
Nationality	
Age	
Delivery of threat	Well Spoken <input type="checkbox"/> Irrational <input type="checkbox"/> Taped message <input type="checkbox"/> Offensive <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read by threat maker <input type="checkbox"/>
Background sounds	Street noises <input type="checkbox"/> House noises <input type="checkbox"/> Animal noises <input type="checkbox"/> Crockery <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Voice <input type="checkbox"/> Static <input type="checkbox"/> PA system <input type="checkbox"/> Booth <input type="checkbox"/> Music <input type="checkbox"/> Factory machinery <input type="checkbox"/> Office machinery <input type="checkbox"/> Other (please specify) _____
Caller's voice	Calm <input type="checkbox"/>

	Crying	<input type="checkbox"/>
	Clearing throat	<input type="checkbox"/>
	Angry	<input type="checkbox"/>
	Nasal	<input type="checkbox"/>
	Slurred	<input type="checkbox"/>
	Excited	<input type="checkbox"/>
	Disguised	<input type="checkbox"/>
	Stutter	<input type="checkbox"/>
	Slow	<input type="checkbox"/>
	Lisp	<input type="checkbox"/>
	Accent (if so what?)	_____
	Rapid	<input type="checkbox"/>
	Deep	<input type="checkbox"/>
	Hoarse	<input type="checkbox"/>
Laughter	<input type="checkbox"/>	
Familiar (if so whose voice did it sound like?)	_____	

Other remarks (please state in box below):

Signature: _____

Print name: _____

Date: _____