



REIGATE GRAMMAR SCHOOL

Lockdown Policy

ISI Code:	Security Policy
Policy Author:	Mary-Ann Collins and Steve Douty
Date Reviewed By Author:	June 2019
Next Review Due:	June 2021
Date Approved By Governing Body:	24 June 2019
Next Review by Governing Body Due:	June 2021

1. Introduction

Reigate Grammar School seeks to ensure that pupils, school visitors and staff are safe in situations where there is an immediate threat within the school, the school grounds or outside the school perimeter that may affect the school directly. The Government agreed method to counter such threats is by means of a 'lockdown' of the school whereby pupils and staff are locked within designated rooms and buildings until the threat has been neutralised. The procedure should be instigated as a sensible and proportionate response to such a threat.

Lockdown procedures will be activated in response to a number of situations. Some examples of 'immediate threat' may include:

- A reported incident or civil disturbance within the local community that may pose a threat to pupils and staff;
- An intruder(s) on the school premises or close by;
- A report of a local air pollution risk (chemical, biological or radioactive contaminants);
- A major fire in the vicinity of the school;
- A report or sighting of a dangerous animal.

This list is not exhaustive.

2. Aims

This Lockdown Policy will:

- Minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and school visitors;
- Outline what actions pupils, school visitors and staff must take once the lockdown procedure is activated;
- Provide guidance in respect of informing parents of the need for such procedures;
- Take account of Emergency Services Response;
- Provide policy in respect of procedure drills and the training of staff to deal with such situations;
- Include general policy guidance;
- Provide references used to develop the procedure.

3. Lockdown Procedures – Setting Off the alarm

The unique lockdown alarm will be raised by one of the Deputy Heads (or nominated staff members) who will make contact with the emergency services and act as Lockdown Manager.

- There are two alert mechanisms in place,
 - **Loudhailer siren** – manually operated by nominated staff (see appendix A)
 - **An Impero Screen alert** – triggered by nominated staff
- These will sound and be seen for the duration of the incident
- Lockdown only ends when the sirens are switched off and the Impero message confirmation message is received

4. Lockdown Procedures – Upon hearing the alarm

In a lockdown, pupils, staff and school visitors will remain within the school buildings and all doors leading outside should be locked. No one should be allowed to enter or leave the building but teaching and work can continue as usual, if considered appropriate by the teacher.

Upon hearing the unique lockdown alarm, the following immediate action must take place:

- All outside activity to cease immediately and all pupils, staff and school visitors to return to the nearest school building
- All staff should act as 'sweepers' to ensure all pupils and other personnel are ushered indoors and escorted to the nearest classroom or office
- Make your way to the nearest classroom or designated refuge areas which are the Harrison Sixth Form Centre, Concert Hall and PMH;

- If already inside the buildings when the alarm sounds, staff and pupils must remain in their classroom or move to the nearest classroom. Office staff to remain in their offices;
- Staff should escort visitors to the nearest classroom or office;
- Lock all external doors and windows; Lock classroom doors or, in cases where there is no key available, use the door wedge if available or pull chairs and tables in front of the door;

Remain in lockdown and await further instruction from the Lockdown Managers, who will be undertaking dynamic risk assessments based on advice from the emergency services.

5. Communications during a Lockdown

- Keep the classroom PC switched on or your office PC. This will allow further messages over Impero.
- During the lockdown, staff should keep their mobile phones switched on and available to take incoming communication updates from the lockdown managers
- Do not make unnecessary calls or communicate via social media with outside parties.
- Staff should ask pupils to turn off mobile phones and leave them visible on the teacher's desk so they are not tempted to use social media or make contact with family members.
- **Sit tight and wait.** The emergency services will be on their way and the lockdown team will communicate with you through all available means

6. Communication between parents and the School

Parents should be made aware that lockdown procedures are in place, although specific details should not be shared. Any practice of the lockdown procedures will be communicated to staff and pupils before the drill.

In the event of an actual lockdown it is imperative that parents are informed, as soon as it is deemed by the Lockdown Managers to be safe to do so. It is prudent to reinforce this message: ***“The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody is allowed in or out...”***

There is an added danger of parents attending the school and they should be advised accordingly. It is natural that parents will be concerned but regular and accurate communication will help to alleviate undue anxiety.

Should parents attend the school during a lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

7. Emergency Services' Response

It is vital 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 Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headmaster regarding the timing of communication to parents.

8. Practice Drills and Staff Training

Not unlike a fire practice, it is important that the lockdown procedures are practiced in a drill.

The Government recommendation is that a lockdown drill is undertaken once a year, although this may be at a more regular interval should additional practice be required. Each drill should be fully debriefed to monitor the effectiveness of the procedure.

Staff will receive formal lockdown procedure training and be provided with a bespoke training aid such as a (PowerPoint) presentation that they can refer to.

In respect of a lockdown drill, the impact on the pupils may be significant. Staff should take this into account when talking to them about how they performed during the drill.

9. References

This policy has been written with in accordance with recommendations taken from:

- Surrey County Council Lockdown Procedure Guidance for Schools – Summer 2016 and

- National Counter Terrorism Security Office Guidance note 1/2015 – Developing Dynamic Lockdown Procedures

Appendix A: Lockdown – Nominated Staff Members

Hand held loudspeaker locations: May 2018

Building	Specific Location	Person/s	Name
Main School	Reception	Duty Receptionist	<i>Duty Receptionist</i>
	Front office	Front office team	<i>Jane Tyson or other member of the team</i>
	Porters' Desk	Duty Porter	<i>Steve Carey or other duty porter</i>
	HM PA office	HM and PA/Secretary	<i>Shaun Fenton, Bronwen Eustace, Nikki De Sousa</i>
	Admin Building – Bursar's office	Bursar	<i>Steve Douty</i>
	Admin Building – Foundation office	Head of Foundation & Business Development	<i>Sean Davey & team</i>
	Admin Building – Estates office	Estates Manager	<i>Carmel Grater</i>
	Senior Deputy Head's office	Senior Deputy Head/Assistant Head's office	<i>Mary-Ann Collins and Arabella Crook</i>
	Hamlin Building – Maths office	Assistant Head	<i>Arabella Crook or Gary Sillience</i>
	Pool Building – office	Pool Supervisor or duty person	<i>Ben Rutland</i>
	DofE Building – ground floor office	DofE or Maths senior staff member	<i>Simon Collins or others</i>
	Assistant Head's office – 1 st floor	Assistant Head	<i>Alex Boothroyd</i>
	DT office – ground floor	Head of DT	<i>Phil Williams</i>
	Geography office – ground floor	Head of Geography	<i>Malcolm Cline</i>
	Estates office and workshop (off playground)	Estates Assistant Manager	<i>Chris Freeman & team</i>
Harrison Centre	Head of Sixth – ground floor office	Co-Head of Sixth Form	<i>Rhod James</i>
	Deputy Head's – 2 nd floor office	Deputy Head	<i>Sarah Arthur</i>

Building	Specific Location	Person/s	Name
Broadfield site	Drama building – ground floor office	Director of Drama & Theatre	<i>Sarah Branston / Hugh Edwards</i>
	Cornwallis building – ground floor office	Head of Economics	<i>Nick Newman</i>
	Broadfield House – 1 st floor office	IT Manager	<i>Cherie Stockil</i>
	Assistant Head's offices – ground floor	Head of Lower and Upper School	<i>Neil Buchanan / Caroline Lawson</i>
	Head of Science office – 1 st floor	Heads of Science, Biology, Chemistry, Physics	<i>Caroline Hosegood / Michelle Pope Richard Crook / Phil Saunders</i>
	Ballance Building – Deputy Head's office 2 nd floor	Deputy Head	<i>Brendan Stones</i>
	PMH – ground floor office	Catering Manager	<i>Paul Rosser</i>
	Director of Music – ground floor office	Director of Music	<i>Toby Carden</i>
Hartwood site	Hartwood – ground staff mess room	Groundsman	<i>Nick Hobbs</i>

Appendix B: Lockdown – All Staff Briefing Handout

ALL STAFF – to follow the basic response **RUN – HIDE – TELL**

RUN

- Run inside to classrooms, designated refuge areas Harrison Centre, Concert Hall, PMH or offices “sweeping” up students and staff and visitors as go shouting LOCKDOWN as loudly as possible to alert as many people as you can whilst on the move to safety.
- If already inside remain in your space if safe to do so or move to the next nearest safe space

HIDE

- Barricade yourself and others inside using door locks, door wedges, furniture to physically secure your space as best you can.
- Close blinds where possible and turn off lights
- Move away from doors and windows and hide behind or underneath furniture or around the outer edges of the room
- Remain calm and quiet, gather student phones in and do NOT allow the use of phones, social media or contact with family members

TELL

- Adults must do what they can to alert key people to the situation as quickly as possible using own mobile phone or office phone if accessible, and **Tell**
 - The Police 999 (keep it simple, be factual about what is happening and where on site)
 - Any member of the Senior Team
 - Porters, Front Office Team, Estates Team and IT Team

REMAIN in position and wait for further instructions from SLT and the Emergency Services

SENIOR (Designated) STAFF, IT AND ESTATES

Will follow the above procedure in addition to making use of systems in place to widen the alert, update communications, dynamically risk assess the changing emergency situation and support the emergency services using systems such as

- **Hand held loud speakers** located in key areas around the school for Designated Staff to use to widen the alert
- **Radios** used by Estates and IT staff – can be used to assist with the above
- **Computer Screen Notification (Impero)** – Designated Staff and IT team can send messages to all switched on **computer screens**