

Policy	LOCKDOWN/SERIOUS INCIDENT PROTOCOL
Written by	Assistant Bursar (Prep)
Date for Review	September 25 (v2)

INTRODUCTION

1. **General.** All schools should consider the need for a robust and tested school lockdown protocol. Although the probability of requiring the protocol is low, the impact of an incorrect response could be high. The lockdown protocol 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 pupils and staff in the school.

2. **Aim.** The aim of this protocol is provide staff a handrail to minimise risk to pupils and staff.

ACTIONS

3. **Type of incident.** The list below provides examples of why a lockdown may be required. It is however, not exhaustive. Staff should use their judgement. It is better to be cautious.

- a. A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- b. An intruder on the school site (with the potential to pose a risk to staff and pupils);
- c. A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc);
- d. A major fire in the vicinity of the school;
- e. Terrorist looking for a 'soft' target or against a specific 'high profile' pupil;
- f. Direct criminal activity;
- g. The close proximity of a dangerous dog roaming loose.

4. **Alarm(s).** The following alarms are required to inform other staff and the office of an issue:

- a. On identifying a threat that requires a lockdown, staff are to shout out 'lockdown' as they are carrying out the Phase 1 actions. Other staff on hearing the shouting are also to shout out 'lockdown'.
- b. Once locked down, staff are to follow the Phase 1 drills including the calling of the office until they hear the bell being rung for 2 seconds on, and 2 seconds off continuously.
- c. Any member of staff hearing someone shouting 'lock down' and is close to the bell is to either ring it for 2 seconds on and 2 seconds off, or to ask the Office Staff to do so.
- d. A WhatsApp message or email will be sent informing staff of a lockdown, any immediate information of use, and with any instructions.

The list is not sequential. The School will consider a more advanced alarm system as part of its development plan.

5. **Immediate action drill.** Any alarm received will result in a two-phase reaction:
- a. **Phase 1 – get into a position of cover from view.**
- (1) Classrooms in use will draw blinds, lock the door, and make or wait for further contact;
 - (2) PE / external classes / maintenance staff / grounds staff / bursary staff are to move to the closest classroom or building where they can achieve cover from view, they are to draw blinds, lock the door and make or wait for further contact. If moving through an external door, they are to ensure it is shut and locked behind them.
 - (3) Call the School Office and inform them so they can operate the alarm.
 - (4) Call the Police and inform them of the incident. Better multiple calls than no one informs them. Try and be calm and provide as many facts as possible:
 - (a) Who are you?
 - (b) Where are you?
 - (c) What is the threat/problem?
 - (d) How many people/dogs/threats are there?
 - (e) Where did you last see it/them?

The emergency service call operator will ask questions, be calm and answer them factually.

- (5) Teachers and staff are to try and:
- (a) Keep calm – panic and upset will not resolve the issue.
 - (b) Collect all mobile phones to restrict communications, especially social media. Teachers are not to post anything on social media.
 - (c) WhatsApp the SPS incident group and if you can Email SLT@sherborneprep.org with the following details:
 - (a) Your name and number of pupils.
 - (b) The class you are teaching.
 - (c) Location.
 - (d) A mobile phone number if you have one.
 - i. Any other appropriate information.
 - ii. What is the threat?

- iii. How many?
- iv. Where did you last see it/them?
- v. Any descriptions:
- vi. Age(s)?
- vii. Build?
- viii. Clothing?
- ix. Distinguishing features?
- x. Height?
- xi. Did you see any weapons? If so, describe them.

(e) Wait for an acknowledgement.

It is essential that two-way communications is established at this stage in order to facilitate Phase 2.

(6) Remain silent.

6. **Phase 2 - move to the refuge point under police escort.** Everyone to remain in their Phase 1 location until a police escort or a member of the SLT provides direction to move. The Police will arrange escorts to the refuge location.

7. **Refuge Areas.** The School's refuge areas are:

- a. Sherborne Boys dining hall.
- b. Sherborne Girls sports centre - please call Duty Caretaker on 07881 580279 for access (24 hours).

Both locations have the immediate facilities for hosting a large number of children and separate rooms to support the management of such an incident.

COORDINATION

8. **Teacher guide.** A one page teacher's guide is at Annex A.

9. **Parents.** The IMT will liaise with the Police about communicating with parents. No member of staff is to communicate with parents. Any communication will be sent out by the IMT and will inform parents on the necessary detail and NOT to call the School.

10. **Media Relations.** Media relations are coordinated through the Police in the first instance and subsequently the IMT. Detailed direction will be provided. It is likely that the School's insurers will provide guidance and a media relations company to support the School.

11. **Review.** This protocol will be reviewed every 3 years or after an incident.

12. **Training.** The Head should train staff on the protocol bi-ennially. She should consider how to provide guidance to the pupils in an appropriate manner.

13. **Table top exercise.** The IMT should be exercised by way of a table top exercise once in a 3 year period.

COMMAND AND CONTROL

14. **Critical Incident Plan.** The management of an incident that requires the lockdown and subsequent evacuation of the School will be a critical incident. It will be managed in accordance with the School's Critical Incident Plan (CIP).

15. **IMT.** The Incident Management Team (as stated in the CIP) should form as soon as possible but this may not always be possible or safe to do so. It is likely that whoever commands the incident will have to adapt membership. The following is to occur depending on the time of day:

a. *During the working day* - The Incident Management Team (IMT) should be formed as soon as possible using the staff available.

b. *After school or at weekends* - The duty member of SLT should be informed as soon as possible; that person should form the IMT with as many available staff but only if safe to do so.

c. *At night* - The boarding master should take control until a member of the SLT arrives to coordinate.

16. **Locating staff and students.** As long as it is safe to do so, the office staff are to provide a copy of the central registers to the Police and IMT.

17. **Mobile phones.** As long as it is safe to do so, the office staff are to get the spare mobiles from the safe. All other school mobiles are to be collected in with their PIN Codes for use by the IMT.

18. **WhatsApp group.** The School has an internal incident WhatsApp group for easy and quick communication.

19. **IT.** The office and admissions staff are to provide their laptops to the IMT. The Head of ICT is to have the network passwords available.

Annex:

A. Teachers' Guide

TEACHERS' GUIDE

KEEP CALM – PANIC AND UPSET WILL NOT RESOLVE THE ISSUE

If you hear someone shouting lockdown, you are to: Run/ Hide Tell

- Also **shout** out '**lockdown**'.
- Get into a position of **cover from view** in the classrooms by drawing blinds, **locking the door**, and wait for further contact.
- If at PE / external classes / maintenance staff / grounds staff / bursary staff are to **move to the closest classroom or building** where they can achieve cover from view, they are to draw blinds, **lock the door** and wait for further contact. If moving through an external door, they are to ensure it is shut and locked behind them.
- **Call the School Office** and inform them so they can operate the alarm.
- **Call the Police** and inform them of the incident. Better multiple calls than no one informs them. Try and be calm and provide as many facts as possible:
 - Who are you?
 - Where are you?
 - What is the threat/problem?
 - How many people/dogs/threats are there?
 - Where did you last see it/them?
- Teachers are not to post anything on social media.
- **Remain silent**
- **WhatsApp or Email** SLT@sherborneprep.org with the following details:
 - Your name and number of pupils.
 - The class you are teaching.
 - Location.
- **Stay where you are** until moved to the refuge point under police escort. Everyone to remain in their Phase 1 location until a police escort or a member of the SMT provides direction to move.
- **Stay in communication!**

Amendments Summary

September 24 v2

Safe Space – SPS to call Sherborne Girls Duty Caretaker mobile 07881 580279 for access (24 hours).