



## Lockdown Policy

Reviewed by:	Nurette Stanford - Bursar	September 2024
Approved by:	Trish Watt - Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
Next Review Date:	September 2025	

### Dealing with an Emergency Situation

The following information is given as a guideline only. Each emergency situation will need to have planning individually tailored.

In the event of an emergency it should be made clear who is in overall charge. Under normal circumstances this will be the Principal and Headmistress, although they may delegate this responsibility to one of the Senior Leadership Team. In the absence of the Principal and Headmistress, the Deputy Head Pastoral should take charge. The person in charge should firstly ensure that the relevant emergency services have been called. They should free themselves from all routine responsibilities and remain for most of the time in an office or other known location in order to ensure effective control and communication.

#### Decisions and Planning

Under normal circumstances the person in overall charge should meet as soon as possible with as many members of the CIMT and SLT as are available to discuss planning.

#### Life Threatening Situations

Where there is a life-threatening situation staff should use the fire alarm in order to evacuate staff and pupils. There may be some situations (e.g. a terrorist or some other person on the premises making a threat to people's lives) where evacuating pupils could make matters worse. In such situations the school will be placed into Lock Down.

#### Lock Down

##### *55-57 Eccelston Square*

To signal Lock Down there is a Bodet system - a recorded message signalling Lock Down which goes to all Classrooms and corridors. Equally all clear message is sounded in the same manner.

This should be taken by staff as a sign to keep pupils in their classrooms. On this signal all staff not involved in teaching should remain in the classroom they are in or should join the nearest.

If possible the SLT should gather in the Head's Office (55)..

Discussion and decisions will then be made as to how best to deal with the situation. The primary aim should be to preserve life. This should be balanced with the recognition that staff and pupils involved in the incident would need immediate support.

When the Lock Down has been concluded, the Bodet System sounds, a Member of SLT will knock on the door and give the password ELEPHANT and the school will revert to normal operational systems.



**Throughout the period of Lock Down internal email will be the Primary means of communication, followed by mobile phone communication.**

### ***32 Lupus St (The Nest)***

The Nursery Manager will notify all staff of a lockdown.

Staff must take all pupils to the lower ground floor rear classroom and ensure the blinds are closed and all doors are locked.

The Nursery Manager should notify the Head as soon as possible that the Nest is in lockdown.

Discussion and decisions will then be made as to how best to deal with the situation. The primary aim should be to preserve life. This should be balanced with the recognition that staff and pupils involved in the incident would need immediate support.

**Throughout the period of Lock Down internal email will be the Primary means of communication, followed by mobile phone communication.**

Where school pupils are off site during the Lock Down then parents will be informed. See Appendix 1.

School staff should alert the SLT and feel free to contact the police directly in an emergency and are encouraged to offer support where doing so will not put pupils at risk. Situations are often tackled effectively at an early stage before the situation escalates. However, members of staff should avoid provoking intruders. The Headmistress or person in charge should ensure that a member of staff meets the emergency services at the school entrance (or elsewhere if deemed appropriate). Once they have arrived it should be borne in mind that ultimately the police can take control; in practice there is likely to be a partnership.

Where all parents need to be contacted, a telephone (text message) and email system will be operated. In this way, all school telephone lines would be made available for emergency calls. Emails and text messages may be sent via a school device on ISAMS (on or off site). Staff mobile phones may be used to contact parents, obtaining contact details via ISAMS on school or personal devices as the situation allows.

### **Casualties**

Where a disaster involves casualties on the school site one member of staff should take the names of those injured and the hospital to which they were taken. One of the senior leadership team should inform parents as soon as possible. Where deaths have occurred parents should be told in person as soon as possible:

- (a) At home or at work by the Principal, Head or by another senior member of staff where this is deemed appropriate. Staff on such duties should travel by taxi and should be accompanied by a member of the police
- (b) At home or at work by the police
- (c) Where parents arrive at the school, on site by a member of the senior staff team. This should be done in conjunction with the police.

Where parents arrive at the school after a disaster, which has taken place during the school day it will need to be decided whether pupils not directly affected by the incident, should be allowed to accompany parents home. Pupils affected in some way by the incident should generally be allowed home if accompanied by a parent. Any pupil going home with a parent must inform the office. Consideration should be given to setting aside the hall for briefing and counselling parents.



Where pupils or adults are injured an accident form must be filled in.

### Evacuation

In the event of one or more of the school buildings needing to be evacuated, consideration should be given to using a suitable location near the school. In all cases staff would evacuate pupils and take registers and any first aid equipment as required.

	Evacuation Point
<b>Eccleston &amp; The Nest Nurseries</b>	St Michael's Church, Chester Square, London SW1W 9HH St Gabriel's Church, Warwick Square London SW1V 2AD
<b>Pre Prep</b>	St. Michael's Church, Chester Square.
<b>Junior &amp; Senior Prep</b>	Holy Apostles Hall, Cumberland Street

### Sending Pupils Home

Where this is necessary pupils should have a letter to take with them. Consideration should be given to keeping younger pupils, in particular, on site until the end of the school day.

### Briefing Staff and Pupils

Where an incident occurs during a school holiday, consideration should be given to informing staff (including non teaching staff) before their return by email. For all incidents it will need to be decided which pupils are to be briefed on the incident and by whom. In general, briefings will be carried out by members of the senior leadership team, possibly with the Headmistress and/or Principal, briefing particular groups of pupils or particular years. The first briefing should be given on the day of the incident where possible to quash any rumours/untruths. Where briefings of pupils take place concerning traumatic incidents staff will be provided with written briefing notes.

Briefings of pupils and staff may contain the following elements:

- (a) A factual account of the problem or incident
- (b) Details of any arrangements necessary as a result of (a)
- (c) Details of help that is available
- (d) Information on coping with the media. All Staff and Pupils are advised not to talk to the media.

Subsequently briefings may be undertaken on a daily basis with a staff meeting at the beginning of each day and being told what (if anything) is to be communicated to pupils in the way of further briefings. Consideration should be given to providing staff with written briefing notes. Subsequent briefings might advise staff and pupils of sources of available help, eg. counselling.

### Parents

The senior member of staff in charge should ensure that parents are kept informed by text message or email where applicable. Information should be given to parents of sources of help that are available. Where parents need to contact school for advice they should be advised whom they should contact - normally a member of the senior leadership team.

### Sources of Help



Staff, pupils and parents may need help in coping with problems. Consideration should be given to contacting the following:

- The pupil support service
- Social services
- The local clergy
- Winston's Wish

Parents and staff should be informed of the various sources of help. Parents should decide which is the most appropriate for their children where this is necessary.

#### **Visiting Parents**

Consideration should be given to having staff visit the homes of pupils seriously affected by an incident. This should generally be a member of the senior leadership team or staff known to the pupil and parent. Staff might volunteer for such visits but a member of the senior staff team should sanction each visit.

#### **After the Incident**

Groups will be set up to meet with the pupils, parents and staff who have been seriously affected by traumatic incidents to talk things through and to help one another. The senior leadership team should decide who is to lead such a group. Leaders and groups will need to be assisted by educational psychologists from the pupil support service such as Debbie Morris (Debbie@bereave.org.uk) or Winston's Wish Foundation.

#### **Talking About Traumatic Incidents**

Decisions should be made on whether the incident is to be discussed in school in a controlled way. If it is, it should be decided how this is to take place. Will there be a main briefing session first? Will class teachers lead the form groups in discussion? Should a member of the senior staff team produce lesson notes? Such lessons, where they are felt appropriate, should have very clear aims and objectives, which should be clear to staff taking them. Advice should be sought from the educational psychologists on setting up discussions.

#### **The Media**

The Principal and Headmistress or, in their absence, the appointed member of staff for dealing with the press, will have responsibility for other aspects of media liaison. Consideration should be given to briefing the media on a daily basis and to giving them a room in the school. It should be remembered that through the media, the school would be able to contact parents and members of the local community.

#### **The Police**

The police may need an incident room and an appropriate area would be assigned.

#### **Funerals**

Where deaths have occurred the Senior Leadership Team will determine the best course of action re attendance and other acts of remembrance and respectful consideration. Counselling services should also be available to pupils, staff and parents.

#### **School Telephone**

Where possible having the main school telephone manned in the evening following an incident will be put into place.

#### **Health and Safety Issues**

Where necessary prime consideration should be given to health and safety issues. These include:

- (a) Isolating electrical, gas and water systems in the event of damage to a building
- (b) Having electrical systems tested by a qualified electrician



- before using again
- (c) Having electrical equipment tested where it has suffered damage.

## Emergency Situation on a School Trip

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All School Trips will adhere to their Risk Assessments. However, what follows is given by way of additional guidance. The advice may have to be adapted to meet individual circumstances.

In the event of an emergency on a School Trip the responsible adult should:

1. Establish the nature and extent of the emergency.
2. Make sure all children and adults are accounted for and are safe.
3. Establish the extent of any injuries. Administer appropriate First Aid. Any trained First Aid person to give directions. Be aware of the consequences of incorrect treatment. Be conscious of the risks of direct contact with blood. Call emergency services.
4. Ensure all adults know what actions have been taken. Decide, if appropriate, which adult is in charge and what responsibilities each other adult has.
5. Ensure, so far as possible, that an adult accompanies any casualty who is taken to hospital. Parents should be informed at this stage.
6. Ensure that remaining pupils are properly supervised. Arrange an early return to base.
7. Arrange for one adult to remain at the scene of the incident to liaise with the emergency services until the incident is over.
8. Contact the Principal, Head or Deputy Head either at school or on their mobiles with details of (copies of Trip Details need to be given to the office and SLT):
  - Nature, date, location and time of the incident
  - Details of injuries, etc
  - Names and home telephone numbers of those involved
  - Action taken so far
  - Telephone numbers for future communication

Forbid any adult or child at scene of incident to make any telephone call until the Principal, Head or Deputy Head has authorised the same to prevent misinformation spreading. This will be done when all parents/guardians have been informed using iSAMS.

9. The party leader should contact the Headmistress and establish who will take charge of the situation and what immediate action will be taken. The Headmistress will advise whoever is necessary.
10. Do not discuss matters with the media.
11. The party leader should, at first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.



12. Make no admissions as to legal liability or discuss any matters of liability.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays that will be necessitated.

**CIMT :**

Sebastian Hepher- Principal  
Trish Watt- Headmistress  
Nurette Stanford – Bursar  
Jenna Comer -EYFS\*  
Mark Bailey - Governor

**SLT running the School in event of an emergency:**

Mr Chris Hancock, Deputy Head Pastoral  
Mrs Maria Hafalla, Deputy Head Academic  
Winnie Healy – Head of Admissions  
Jenna Comer -EYFS\*  
Holroyd Howe Senior representative  
Rev from St Michael's - Bereavement



## Appendix 1

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Dear Parents,

Just as we regularly practice fire evacuation, today we went through a 'Lock down' drill in the school buildings. The children were spoken to beforehand and we explained to them that it was a drill we would carry out if we needed to keep them safe and secure within the building. The pupils were fine and calm throughout.

In the unlikely event of a lock down situation, where the school is informed by the police to do so, we will of course let you all know. Please be sure to follow the advice and guidance below should this be the case:

### **Parents' Procedure in Event of real Lock Down of School**

- You will be notified by the school via text message or e-mail that we have been advised by the police to lock down the school.
- You should remain away from the school until the all clear is given.
- In the event of the area being closed down it is improbable that you will be permitted by the police to enter the vicinity.
- The school will notify parents on a regular basis to let you know that all is fine throughout the lock down period.
- The school will notify parents when the lock down has finished and let you know about how and when to collect your children.
- Children are then to be collected but only after the school has given clear instructions as to when and how.

### **For Children who are Off Site during a lock down**

All pupils and staff who are off site will be kept away from the school buildings which are locked down until we are permitted to have the pupils back on site or until they are collected from another safe and secure location.

During any lock down period the school will keep in regular contact with you throughout to let you know how to proceed.