

Carshalton High School for Girls

Excellence: everywhere, every day.

Lockdown Procedures (school specific document)

Reviewed and Agreed by Carshalton Local Governing Body:

Oct 2021

Next Review:

Oct 2022

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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1. LOCKDOWN PROCEDURES: INFORMATION FOR STAFF

This procedure is to be used in the case of an emergency requiring all students to be **inside** the School buildings, for example in any of the following cases:

- The close proximity of a dangerous dog or wild animal roaming loose (in the case of schools near zoo's and/or livestock establishments).
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the School).
- An intruder on the School site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, or a major fire in the vicinity of the School.
- The police have informed us we should use our lockdown procedure

LOCKDOWN SIGNAL: **CONTINUOUS SOUNDING OF LOCKDOWN TONE**

The tone will be initiated from the box in the school office. The tone may be initiated by **any member of staff** that has identified a threat (including Admin & Reception team, as well as the Headteacher and Leadership Team). It is preferable if there is time, that the Headteacher or a member of SLT is contacted first.

On this signal, the following actions should be taken:

1.1 CLASSROOM STAFF

- If you are outside with your class (such as a P.E. lesson), return to the School sports hall or other part of the main building via the nearest door, locking it behind the last person if you can see no other students or staff in the area behind you.
- If you are inside, remain in your classroom in an orderly manner, locking all outside doors (unless you can see students or staff coming towards the building).
- Staff and students in the toilets and in the corridors should move to the nearest classroom (unless a disturbance is heard in which case it may be safer to stay put e.g. in the toilets).
- In each case, when locking/blocking a door (tables), do not lock out any staff or students you can see in the area coming towards you but remain by the door to lock/block it once everyone is in.
- Close all the windows and blinds, leaving the door blind/covering until last.
- Seat the students away from the windows and doors in a 'safe corner' and under the tables.
- Turn off the projector/interactive whiteboard & classroom lights, as well as any practical equipment that is in use (such as students PC's, cookers, bunsen burners, etc)

Optional Discreet Communication

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- If it is safe to do so, switch on a PC and log in to your staff email account.
- Once the Lockdown has been activated, communication may be possible via staff e-mail and could be accessed via the computer or mobile phone.

1.2 HEADTEACHER & LEADERSHIP TEAM

- Headteacher to take control of the response (Lockdown Manager). Other members of the Critical Incident Management Team (CIMT) to take control if the Headteacher is not available.
- Call 999 to report the incident (Reception staff may also do this)

- Leadership Team to remain in classrooms/offices (i.e. do not attempt to co-locate unless safe to do so), but, if safe, make contact with the Headteacher/CIMT group using walkie talkies and/or email.

1.3 SITE TEAM

- Dependent upon the situation and where safe to do so, the Site Team to
 - lock all external doors to the School buildings
 - lock all vehicle and pedestrian gates to the School site
- If possible Site Team to lock themselves in nearest safe location.
- Site Team to liaise with Emergency Services and Headteacher/CIMT group as instructed.

1.4 STUDENT SUPPORT STAFF

- To monitor CCTV and site security and relay information via radio to SLT

1.5 RECEPTION STAFF & ALL SUPPORT STAFF

- Support Staff to follow the general instructions for Classroom Staff
- Reception Staff to lock internal Reception & First Aid doors to the corridor
- Reception Staff to lower the Reception hatch and window blinds (if safe to do so)
- Bring the telephone to the floor & remain out of sight under the tables
- Call 999 to report the incident

Optional Discreet Communication

- If it is safe to do so, and you have it with you, retrieve your mobile phone (set to silent).
- If it is safe to do so, switch on a PC and log in to your staff email account.
- Once the Lockdown has been activated, communication may be possible via staff email

SATELLITE BUILDINGS (within the School site, such as C, E, F, G, J and S Blocks and the EU)

- Follow the procedures above, remaining in C, E, F, G, J and S Blocks and the EU.
- Do not attempt to come to the Main School Building.

1.6 MORNING/BREAK/LUNCHTIME PROCEDURE

- Staff should direct students to the nearest classroom or school hall/canteen. Students will also be made aware that this is the procedure (see 'Lockdown Action' classroom notices).
- If outside, staff should direct students to go inside by the nearest door.
- A member of staff should remain by each of the external doors until all students and staff are inside, after which they should lock it and go to the nearest classroom or school hall.

1.7 FIRE ALARM PROCEDURE

- **If the fire alarm is activated whilst the school is in Lockdown**, and if there does not appear to be any immediate danger from smoke or flames, staff should make reasonable attempts to confirm the instruction to evacuate by accessing a confirmation email, and/or Emergency Services instructions on site.
- Staff should be aware that they may have to respond dynamically to the situation as it arises.

1.8 ALL CLEAR

- The Lockdown Manager (usually the Headteacher or a member of the Leadership Team) will ascertain when the situation is safe and will instruct an 'all clear' email alert to be sent. If staff have not been able to access email, members of the Leadership Team will also confirm the 'all clear' by walking around School – **if in doubt, remain in Lockdown.**
- Note: DO NOT interpret the Lockdown Alarm stopping as confirmation of the 'all clear'.
- **ALL CLEAR SIGNAL: Lockdown Alarm stops AND positive confirmation by email and/or members of the Leadership Team walking around School.**
- After the All Clear, further instructions will be provided on actions for the remainder of the day.

LOCKDOWN ACTION

LOCKDOWN SIGNAL



Continuous Lockdown tone

1. SHELTER SOMEWHERE SAFE

- If you are in a classroom, remain where you are
- If you are outside, go inside to the nearest classroom/room
- If in the toilets/corridors, go to the nearest classroom/room

2. HIDE FROM VIEW

- Lock the **doors** and/or block with a desk
- Close **windows and blinds**
- Turn off **equipment** such as interactive white boards/projectors and classroom equipment (PC's, bunsen burners, etc)
- Turn off the **lights**
- Move to a '**safe corner**' & hide under tables

3. WAIT FOR FURTHER INSTRUCTIONS

- Stay **calm & quiet**
- Do exactly what teachers & staff tell you to do
- Do not open doors during a lockdown in the event of a fire alarm unless school staff tell you to do so

'ALL CLEAR' SIGNAL

Staff will give the 'All Clear' signal



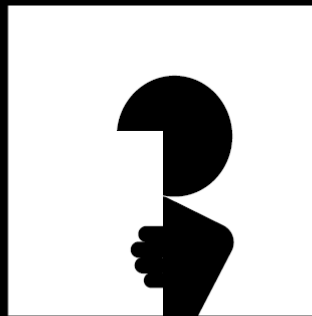
**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

3. LOCKDOWN PROCEDURES: INFORMATION FOR PARENTS/CARERS

The following information may be placed on the School Website.

LOCKDOWN PROCEDURES

A Lockdown Procedure is in place at all schools in the Trust. This follows the advice of Counter Terrorism Policing and our advisors at the London Borough of Sutton.

The Lockdown Procedure is practised routinely and at least annually. We generally aim to alert staff and students in advance of a lockdown drill, but this may not always be possible.

In the event of an actual lockdown situation parents & carers:

- Should BE ASSURED that the School understands their concern for their child's welfare and is doing everything possible to ensure student and staff safety.
- Do NOT contact the School.
- Do NOT come to the School.
- Should WAIT for the School to contact them about when it is safe to collect their child, and where this will be from. Students will not be allowed to leave during a lockdown.

Parents & carers are requested to ensure that the School always has up-to-date contact information by telephone, text and email.

The following resources have been developed by Counter Terrorism Policing:

- *RUN HIDE TELL* poster [page 4](#)
- *RUN HIDE TELL (Action for Youth)* video [Run Hide Tell](#)

4. LOCKDOWN PROCEDURES: INFORMATION FOR EXAMS

Purpose of the policy

This policy details the measures taken at Carshalton High School for Girls in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

Carshalton High School for Girls has devised lockdown procedures after consulting GOV.UK's [Developing Dynamic Lockdown Procedures](#) guidance.

With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations
- STAY SAFE principles (Run, Hide, Tell)

Roles and responsibilities

Head of centre

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due to it being locked down
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

Senior leadership team (SLT)

- To have accountability for all exams staff and candidates taking examinations during a lockdown
- To run training/drills for examination candidates on lockdown procedures
- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session

- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

Exams officer

- To train invigilators in the centre's lockdown procedure
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations

Invigilators

- To be aware of the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

Lockdown procedure

Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present, whenever possible, around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- The exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately
- Invigilators will
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - take an attendance register/head count if possible
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - tell candidates to stop writing immediately and turn their papers over.
 - collect the attendance register
 - make a note of time when the examination was suspended
 - instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk

- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

After an examination

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
 - stop dismissing candidates from the exam room
 - instruct candidates who have left the room to re-enter the exam room
 - instruct candidates to remain silent and hide under examination tables
 - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

Ending a lockdown

- The lockdown will be ended by either
 - the sound of a defined alarm or
 - the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT
- Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:

- ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
- recalculate the revised finish time(s) to allow for the full exam time
- tell the candidates to turn their papers over and re-start their exam
- amend the revised finish time(s) on display to candidates
- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)
- The exams officer will
 - provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
 - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/exams officer will
 - negotiate any alternative exam sittings with the awarding bodies
 - offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly led by the head of centre to discuss the lockdown and offer ongoing support
 - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

5. SITE SECURITY & SAFEGUARDING RISK ASSESSMENT

Consider these questions when assessing whether & how security might be improved.

Question	Y	N	School Response
Does the school's perimeter provide a reasonable barrier making access or egress from the site possible only by a determined individual?	Y		<p>The main entrance provides for pedestrian and vehicular access and there is also a rear gate for vehicle egress which is also used by pedestrians with gate passes. Both these gates are electronically controlled.</p> <p>In addition there is a rear field gate (by J Block) and a side gate to the park (close to the main entrance), which are padlocked and used only for fire evacuation (our muster point is temporarily in the adjacent park).</p>
If the school's perimeter is difficult to secure economically, could an inner perimeter be effective and afforded?	N/A	N/A	
Are fences of a design that reduces the ease with which they could be climbed or clambered over?	Y		<p>Carshalton's perimeter fences are mainly metal railings, but our site also backs on to residential properties that have wooden panel fencing of various heights.</p> <p>Gates are metal and designed to reduce the ease with which they could be clambered over.</p>
Do gates and other 'openings' in the school perimeter hinder students from unauthorised egress from the site?	Y		<p>Gates can be opened from inside the main School Office or by staff/6th formers with gate passes. The padlocked gates are accessed by identified staff with the access codes and are only used for fire evacuation.</p> <p>The main entrance gates are controlled by a timer and automatically open at the start/end of the school day to facilitate the access/egress of students.</p>
Can the gates that separate the school site from the public area beyond be seen from an office that is normally permanently staffed during school hours (e.g., the school office)?	Y		<p>Carshalton's entrance & exit points are monitored by CCTV. Whilst this is not constantly monitored, it is recorded and can be referenced if a student goes missing or an intruder is found. Records are currently kept for 2 weeks and then recorded over.</p>
Do fire exits and other external doors in the school building from the building open directly onto spaces (such as the car park) which communicate directly with public areas?	Y		<p>The school's glass sliding front door is 'locked' (hook at top) every time it is closed. The glass is shatterproof.</p> <p>All external doors are secure and cannot be opened from the outside.</p> <p>The student entrance opens directly on the car park at the front and there is access around the perimeter road to other parts of the site.</p>

Is access to school buildings actively controlled, so that visitors must have explicit permission to venture past the school reception?	Y		Visitors and the public would not normally gain access to the school site without permission, and other than by entering & signing in at Reception. Access is strictly controlled for safeguarding reasons.
Does the use of any door that cannot be easily seen, but that which may provide access to public areas of the school, trigger any kind of visual or audible alarm in the school office, etc.		N	Alarms do not sound if a member of staff or student leaves. This is considered to be low risk within the school context & setting.
Does Reception provide an adequate barrier in terms of access to staff and teaching areas?	Y		A reasonably well behaved visitor cannot bypass the Carshalton Reception, or easily force their way through Reception. The guidance indicates that it is not necessary to ensure it is physically impossible, however, refer to Lockdown Procedures.
Are staff properly briefed and appropriately trained to manage conflict, aggressive parents, etc.	Y		Carshalton staff will be trained in Lockdown Procedures, and this addresses what to do in the event of a malicious/threatening intruder, using the Run Hide Tell principles, sounding the Lockdown Alarm, and alerting the emergency services as soon as possible. The Reception Team has been advised of what to do in the event of a Bomb Threat. There is generally a low risk of aggressive students and/or parents, and the London Borough of Sutton Corporate Warning system is in use. Staff may reliably summon assistance from colleagues within the school or from external sources, as needed.
Do the school's arrangements adequately provide for staff, visitors or students, particularly those with additional needs to minimise the risk of frustration turning into dissatisfaction and conflict.	Y		Reception Team discuss this matter to ensure any concerns are identified and appropriately addressed and SLT are called swiftly for support if needed.