

## Sedbergh International Summer School at Casterton Preparatory School

### Lock Down Policy and Procedures

As part of our Health and Safety policies and procedures the school has a Lock Down Policy. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

#### NOTIFICATION OF FULL LOCKDOWN

Staff will be notified that lock down procedures are to take place immediately on hearing x5 3 second bursts of the school fire bell. Additional notification will be made to members of staff by using the walkie talkies provided and the staff WhatsApp group.

#### PROCEDURES

Follow the CLOSE procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of the summer school children being ushered into the school building as quickly as possible and the locking of the School's classrooms, offices, connecting doors and all outside doors/shutters where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked or barricaded and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computers monitors are to be turned off. Mobile phones are to be put on silent and walkie talkies are to be switched off.
3. Children or staff not in class for any reason will proceed to their classroom as quickly as possible.
4. If practicable staff should notify the Operations Director by phone that they have entered lock down and identify those children not accounted for.

#### NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lock down positions until informed by key staff (Summer School Director or Operations Director in person that there is an all clear.

7. As soon as possible after the lock down, teachers and activity staff return to their classrooms and conduct a register and notify the Operations Director immediately of any pupils not accounted for.

STAFF ROLES
1. Operations Director to ensure that the main office and hatch is locked and police called if necessary
2. Site supervisors to lock the School front doors, side entrances and kitchen entrances
3. Boarding houseparents to lock the entrance to the houses

COMMUNICATION WITH PARENTS
If necessary and on an arrival or departure day, parents/guardians and drivers will be notified as soon as it is practical to do so via email/telephone.

Parents and school drivers will be told: ‘The school is in a full lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out.’ Depending on the severity of the incident, parents/driver may be asked NOT to collect children from school as it may put them and the children at risk. Pupils will not be released to parents or drivers during a lock down. Parents and drivers will be asked not to call the school as this may tie up emergency lines. Agents will also be informed in case translation needs to be provided to their clients.

## Partial Lockdown

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 pupils in the School. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

NOTIFICATION OF PARTIAL LOCK DOWN
Alert to staff: ‘Partial lockdown’
All outside activity to cease immediately, pupils and staff return to main school building
All staff and pupils remain in building and external doors and windows locked
Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff. All situations are different; once all staff and pupils are safely inside the main building, the Operations Director and Summer School Director will conduct an on going and dynamic risk assessment based on advice from the appropriate body e.g., Emergency Services This can then be communicated to all staff and pupils.

‘Partial lockdown’ is a precautionary measure but puts the School in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Review: This policy and procedures will be reviewed annually as part of the School’s Health and Safety procedures.