



MALTMAN'S GREEN
SCHOOL

Lockdown Policy

This policy also applies to the EYFS

Related documents

Health and Safety Policy
Safeguarding and Child Protection Policy and Procedures

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Headmistress. Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Fax. 01753 891237 Email. office@maltmansgreen.com www.maltmansgreen.com

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1 Introduction

This document is just one in a suite of documents under the School's Business Continuity Plan. Under Business Continuity Planning we examine the three key risk areas which are:

- significant loss of staff through absence.
- denial of access to or loss of our premises.
- denial of access to our key business systems.

There may be one or two other minor areas, but these are the three main ones. The sub-sets of these three key risk areas are as follows:

- 1.0 Significant loss of staff through absence
 - 1.1 Natural weather occurrences (flooding, snow, heat wave)
 - 1.2 Pandemics
 - 1.3 Major transportation network disruption
- 2.0 Denial of access or loss of our premises
 - 2.1 Fire
 - 2.2 Explosion
 - 2.3 Terrorist incident
 - 2.3.1 Lockdown Procedures
 - 2.4 Flooding
 - 2.5 Total utilities failure (electric, gas, waste & water)
- 3.0 Denial of access to our key business systems
 - 3.1 Cyber attack
 - 3.2 Major software or hardware failure
 - 3.3 Significant loss of internet connectivity
 - 3.4 Disruption to retail banking system
 - 3.5 Physical damage (fire, water)

2 Lockdown Procedures

2.1 What is a Lockdown?

A sensible and proportionate response to an incident which has the potential to pose a threat to the safety of staff, pupils and visitors.

2.2 What type of incident might cause a Lockdown to be initiated?

- A reported incident or disturbance in the surrounding area – for example, within a 10 mile radius of the School.
- An intruder on the School grounds or in one of the School buildings.
- A local risk from air pollution for example from a major fire or a chemical incident.
- A dangerous escaped animal.

2.3 Do we need different types of Lockdown for different incidents?

There are two types of Lockdown: Partial and Full.

2.4 What is the difference between a Partial and a Full Lockdown?

Partial Lockdown is a precautionary measure to put the School in an enhanced state of readiness should the situation escalate. This is typically in the event of an incident occurring locally but not within the immediate vicinity of the School.

Full Lockdown signifies an immediate threat to the School and may be an escalation from Partial Lockdown or the School may have gone directly to Full Lockdown.

2.5 What are the aims and objectives of a Lockdown?

In the case of a Partial Lockdown, to safeguard initially against a potential incident and get prepared mentally and physically should the incident escalate

For Full Lockdown, to allow those caught up in an incident and vulnerable to attack to delay the attacker throughout the course of the attack thus reducing casualty numbers.

2.6 The aims and objectives of the Maltman's Green School Lockdown procedures?

To ensure that all staff and pupils are aware of what to do in the case of an incident that has the potential to threaten the safety of staff, pupils and visitors. This includes incidents involving firearms and explosives.

To ensure that all staff, pupils and visitors are prepared to act in order to protect themselves from harm in the event of an incident.

2.7 How will staff know if a Lockdown needs to be initiated?

On being informed of an appropriate incident or on sensing or witnessing an incident occurring, Lockdown procedures will be initiated.

Anyone can initiate a Lockdown under the circumstances above by immediately informing the Front Office of the potential need for a Lockdown. For example, a staff member may be checking emails or texts in the staff room over lunchtime when they receive a message from a friend informing them of an incident occurring within the vicinity of the School.

2.8 How will a Partial Lockdown be initiated?

A Partial Lockdown will be initiated by the SLT, who will ask the Front Office to send an email with the words 'PARTIAL LOCKDOWN' in upper case in the title block to all members of staff.

One member of the Front Office staff will then take a radio to the Bursar's Office to inform the Bursar of the need for a Partial Lockdown and pass the Bursar brief details of the incident.

The Bursar will alert the Facilities Manager using the radio who will then, with one other member of the Facilities Support team, move throughout the School passing by word of mouth the need for a Partial Lockdown via the safe word, purple.

Priority of movement should be afforded to the external areas of the School before the internal areas, the aim being to get people inside School buildings as quickly as possible.

All those aware of a Partial Lockdown being in place should ensure that anyone acting outside of the procedures is made aware of the situation.

The Bursar and Facilities Manager will take control of the Lockdown procedure from the Incident Control Room which for a Partial Lockdown will be located in the Deputy Head Academic office.

2.9 How will a Full Lockdown be initiated?

The person initiating a Full Lockdown must do their utmost to share quickly by word of mouth the activation of Lockdown whilst in the process of moving to or alerting the Front Office.

Front office staff will immediately send an email to all staff with the words 'FULL LOCKDOWN' in upper case in the title block.

Front Office staff will then sound the air horns (air horns will not be used for any other type of incident).

Front Office staff will then alert emergency services by calling 999. Annex A gives details of the minimum reporting requirements for the emergency services.

One member of the Front Office staff will take a radio to the Bursar's Office to collect the Bursar who will alert the Facilities Manager by radio. If already at Partial Lockdown, the Bursar will already be in the Deputy Head Academic Office Control Room.

The Facilities Manager will alert the Facilities Support staff to close, lock and deactivate the parent car park, staff car park and ADA gates but only if it is safe to do so.

The Facilities Manager and one member of her team will then move quickly throughout the School sounding the Lockdown air horns.

Priority of movement should be afforded to the external areas of the School before the internal areas, the aim being to get people inside School buildings as quickly as possible.

2.10 What action should staff, pupils and visitors take on initiation of a Partial Lockdown?

All outdoor activity must cease immediately, so staff and pupils who are outdoors must make their way to the nearest available building, bringing as many children with them as possible irrespective of whether they are in their form or class.

If they already indoors then they must stay indoors and remain where they are unless to do so would incur additional risk to safety. Swimming activity can continue under Partial Lockdown but pupils are not to leave the building after Swimming has concluded and should remain in the changing areas.

Anybody outdoors (and not with pupils or visitors), must put their own safety first and move inside as quickly as possible, sweeping up anyone that is still outside as they go.

All external doors should stay closed and locked, but those inside should remain vigilant to staff, pupils or visitors that might wish to enter. They should only be allowed access if it is safe to do so.

Movement may continue around the School but remaining indoors at all times. All children must be supervised when moving around the School and it cannot involve external movements from building to building.

Staff should constantly reassure pupils.

The school will attempt to account for all pupils, staff and visitors as quickly as possible. Staff should take a register of all pupils under their control at the time or alternatively compile a list. These details should be sent to the email address lockdown@maltmansgreen.com stating in the subject line the following:

- Location – classroom number, room number or room description.
- Number of people at your location – (for example: Adults x 2, Children x 21).

2.11 What action should staff, pupils and visitors take on initiation of a Full Lockdown?

All outdoor activity should have already ceased but if the School goes immediately to Full Lockdown, staff should make their way inside the nearest available building, bringing as many children and visitors with them as it is safe to do.

Anybody already indoors must stay indoors and remain where they are unless to do so would incur excessive risk. Swimming activities should cease immediately and all pupils should be moved to the changing areas where they will be out of sight; they should remain there until the all clear is given.

Anybody outdoors (and not with pupils or visitors), should put their own safety first and move inside as quickly as possible, unless it is unsafe to do so, sweeping up anyone that is still outside as they go.

Staff should close and lock all external doors but stay vigilant for staff, pupils or visitors that might wish to enter. Only allow them access if it is safe to do so.

Staff should close all blinds/curtains where available and where this is not, move children to a place out of line of sight. If they are in a room on the ground floor, they should attempt to move to a room on the first floor or in the centre of the building away from external windows, but only if it is safe to do so.

Staff should close, lock and block all internal doors.

Staff should move into a central position in the room or one where they will be afforded the maximum possible protection such as behind a bookcase or underneath a desk.

Staff should constantly reassure pupils and ensure that they remain as quiet and as still as possible.

We will attempt to account for all pupils, staff and visitors as quickly as possible. Staff should take a register of all pupils under their control at the time or alternatively compile a list. Send these details to the email address lockdown@maltmansgreen.com stating in the subject line the following:

- Location – classroom number, room number or room description.
- Number of people at your location – (for example: Adults x 2, Children x 21).

2.12 Can the fire alarm system be used as part of the Lockdown procedures?

The fire alarm system should never be used to initiate Lockdown or to initiate an evacuation. Lockdown procedures take primacy over fire alarm procedures at all times unless there is an obvious risk to safety from fire.

Should there be a need to evacuate the building during a Lockdown, the Lockdown marshals will move throughout the building with loud hailers announcing "LEAVE, LEAVE, LEAVE".

On hearing this announcement, if it is safe to do so, a member of the Facilities Support team is to move to the ADA and Staff Car Park gates and set the gates to hold permanently open.

In the event of an evacuation, staff, pupils and visitors should leave the building at the nearest safe exit and move away from the School site as quickly as possible and as far away as possible within their means. Any individuals (staff or pupils) that have a disability that would affect their safe evacuation in the event of an emergency should follow their Personal Emergency Evacuation Plan (PEEP).

Adults should ensure that any lone children or groups of children are swept up and moved quickly away from the area of danger.

It is suggested that groups should head for St Joseph's school, but judgement must be exercised carefully given that this location may also be under Lockdown conditions.

At no point should staff, pupils or visitors attempt to muster at fire assembly points.

2.13 How will control be exercised over the Lockdown?

The Head and Bursar will take control of the Lockdown as Incident Commander and Deputy Incident Commander and will operate from an Incident Control Room in the Deputy Head Academic Office.

At least one member of the Front Office staff is to join the Incident Commander and Deputy in the Incident Control Room.

Staff can communicate with the Control Room via radio on Channel 3, telephone on extension 307 or via the following email address lockdown@maltmansgreen.com.

2.14 How will people be notified when an incident is terminated?

The Bursar will direct members of the Facilities Support team to move throughout the School notifying staff, pupils and visitors by saying 'lockdown all clear'.

An email will also be sent to all staff declaring 'LOCKDOWN ALL CLEAR' in the subject line.

The Head will have the final say as to when the All Clear should be given.

Parents will be notified only after a Lockdown situation is terminated.