

LOCKDOWN 'INVACUATION' POLICY

Belvedere Preparatory School



BELVEDERE
PREPARATORY SCHOOL

Policy for Lockdown 'Invacuation' Policy

1. INTRODUCTION

Belvedere Preparatory School is generally a safe place for all our students and staff. However, we cannot control what happens outside our school. Therefore, we have created a lockdown procedure which accompanies this policy detailing what action(s) the school will take in order to ensure the safety of all our students and staff.

2. SITUATIONS

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and students in the school.

- A reported incident, disturbance in the local community
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site
- Unauthorised visitors

3. PREVENTION

Keeping Children Safe in Education falls under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Safeguarding and Site Security.

Schools face a dilemma when it comes to security arrangements. On the one hand, they wish to be open and welcome places for parents, pupils and the local community. On the other hand, staff, and pupils must be able to work in and learn in a safe and secure environment.

As a school we take the security of our staff, students, and visitors seriously and have considered all possible incidents that would require the school to activate the 'Lockdown Procedure' and have put preventive measures in place.

- Our boundary is the first line of defence and conforms to BS1722 standard.
- Our gates are the same height as the fencing and are fitted with anti-lift hingers, locking mechanisms.
- After a predetermined time, all external doors and gates will be secured leaving only one entrance to the school building 'School Office/Reception'
- All visitors, including school governors, are required to initially report to the school office/reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.
- Parents are asked to refrain from bringing their dogs onto the school premises.

4. COMMUNICATION

Due to the varied reasons as to why the school will be placed in 'Lockdown' it is imperative for the school to inform the students parents as soon as possible.

All efforts will be made to give parents enough information about what is happening so that they:

- **Are reassured** that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- **Do not need to contact the school.** Calling the school could tie up telephone lines that are needed for contacting emergency providers
- **Do not come to the school.** They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- **Wait for the school to contact them** about when it is safe to get their children, and where this will be from

As an example, parents will be told:

'...the school is in a full/partial lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out..'