



ROEDEAN MOIRA HOUSE LOCKDOWN POLICY 2017-18

This policy is for the whole school including the Early Years Foundation Stage (EYFS)

1. INTENT

Roedeane Moira House is implementing this policy to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety.

2. SCOPE

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown.

3. GUIDELINES

The Roedeane Moira House Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be disseminated via the school and staff handbooks and via notices in the school offices, library and other appropriate areas around the school.

The Assistant Head, or another member of school staff designated by the Principal, will schedule at least one practice lock-down drill per term and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place. Heads of Section will remind students of the lock-down procedure during the first roll call / assembly each term.

4. PROCEDURE

In the event of an emergency, the Principal will make the decision, in consultation with police when deemed necessary, with regard to whether the campus needs to be locked-down.

Lockdown procedures

1. In the event of a building lock-down, the lockdown alarm will be activated by the site supervisor on duty.
2. It is mandatory that all students and adults remain in the building / classroom / office they are in at the time. Students and adults who are in the hallway are to move into the closest occupied classroom.
3. Staff members who are not teaching at the start of lock-down should go to the nearest classroom.
4. Staff, should check hallways for students and direct them to the nearest classroom, and visitors not matching the intruder description.
5. If the lockdown alarm sounds during break time or lunchtime, students and staff should make their way to the closest classroom immediately.
6. Windows and blinds should be closed in the classroom/office and the door locked, if possible.



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7. Students and staff should be positioned against the door wall in the most non-visible corner, seated.
8. Students are not allowed to use any phones or electronic devices.
9. Students and adults are to remain quiet at all times.
10. When safe to do so, staff should contact the School Office by email to confirm which students and staff are present, stating which area of the school they are in.
11. Students and adults should remain in this position until "all clear" is announced by a member of the Senior Leadership Team.
12. Parents should be contacted about the time and place to pick up their child, if appropriate, (see below) using the school's MoHo Mail system.

For Parents

Information about the School's lockdown procedures will be disseminated to all parents via the policy section on the website.

Usually a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

Intruder Procedures

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront someone who does not appear to have any legitimate reason for being on campus. In such a case, you should use the following procedure:

1. When confronting an intruder, take another staff member with you.
2. Ask a third staff member who is not involved to call the office who should inform the site supervisor immediately.
3. Determine who will initiate contact with the intruder and who will be the back-up person. If possible include a third staff member so that you can actually form a triangle around the intruder. This will put you in a stronger defensive position.
4. Use a system of non-verbal communications or hand signals using just one hand. For example:
 - a. 1 finger = back-up staff member may leave
 - b. 2 fingers = back-up staff member should stay on the scene
 - c. 3 fingers = both staff members should break off contact and leave when safe to do so
 - d. fist = presence of a potential weapon. Both staff members should break off contact and leave when it is safe to do so.
5. Attempt to direct the intruder to the main office. Use casual conversation or body language to calmly direct the situation.
6. If the intruder refuses to cooperate, do not escalate the situation. Leave, call the police and report the situation to the site supervisor and Principal immediately.



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7. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
 - a. Back away slowly and leave the area.
 - b. Both of your hands should be up with your palms facing the intruder while slowly backing.
8. As soon as it is safe to do so, report the situation to the Principal.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Dealing with a Critical Incident Policy
- Evacuation Procedure
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: May 2019