



The Cavendish School Lockdown Procedures

Updated: 10-19
Produced by: JUH

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Approved by: SHCC

These Procedures apply throughout the School from EYFS to Year 6.

Introduction: what is dynamic lockdown?

“Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).” NaCTSO Guidance Note 1/2015: Developing Dynamic Lockdown Procedures.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils, staff and visitors in the School. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors on the School site.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to pupils, staff and visitors in the School)
- An intruder or intruders on the School site (with the potential to pose a risk to pupils, staff and visitors)
- A warning being received of a risk locally of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the School
- The close proximity of a dangerous dog roaming loose
- A crisis situation in London
- On the advice of the emergency services

NB: Some threats may require a combination of lockdown and evacuation procedures, for example:

- Hostage situation: If someone is taken hostage on the School site, the School should seek to evacuate the rest of the site while implementing lockdown in the risk area

Some threats are likely to require evacuation procedures only, for example:

- Fire threat on site
- Bomb threat on site

In the event of a threat, consideration should always be given to whether it is safer to remain on the School site than to evacuate. This decision will be taken by the Crisis Management Team.

The School's Lockdown Plan – displayed in all rooms of the School

Signals		
Lockdown signal	School Office message via telephone system/speakers	
Signal for all clear	School Office message via telephone system/speakers and verbally from SLT member via walk round	
Lockdown		
Building lockdown	Pupils remain in whichever building/room they are in, under supervision of staff	Secure external doors, fire doors and external windows
Inside lockdown	Pupils locked in classrooms by teacher out of sight line of e.g. intruder	Secure external doors, fire doors, internal doors (where locks exist) and all windows
Corridor Lockdown	Pupils moved to protected spaces (see below)	
Communication arrangements	In person	

Lockdown Procedure

1. Signal

The School Office will issue a tannoy message via the School internal telephone system and speaker system in the Hall, Gym, Dining Room and Kitchens. **It is essential that staff do not pick up the telephone receivers.**

2. Type of lockdown announced

The signal, repeated three times, will announce the type of lockdown: either *Building lockdown, inside lockdown or corridor lockdown.*

3. Parents informed

Parents and guardians (hereafter 'parents') will be informed by the School Office as soon as practicable via ParentMail (both text and email) and the School website (only when appropriate via guidance from the emergency services) that the School is in lockdown (see Communication below).

4. During lockdown

The School will remain in lockdown until further notification from SLT members in person. Staff should await instructions and not call the School Office as this will tie up telephone lines that are needed for contacting the emergency services and communicating instructions.

Staff who control alarms linked to police response should carry them with them at all times as an alternative way of contacting the emergency services.

5a. Building lockdown procedure

Building lockdown is used when there is an external situation e.g. civil disruption in Camden.

Staff must ensure that:

- Pupils either stay in their own classroom or whichever room they are using
- Normal activities continue
- Visiting music teachers supervise pupils in their teaching room, continuing normal activities
- Pupils and staff in the playground are alerted by an SLT member using bell or voice and pupils sent back to their own classrooms
- Pupils in corridors - ditto
- Staff offsite with pupils are phoned by the School Office on their School mobiles to inform them of building lockdown status
- Pupils who are immediately outside the School buildings are brought inside as quickly as possible by staff, unless this endangers them and others, and return to their classroom
- Pupils off-site with staff are escorted to Our Lady of Hal Church
- SLT check corridors and toilets for pupils, staff or visitors:
 - Admin area JAR
 - St Luke's and Gatehouse ROP
 - St Mary's SHCC
 - St Mark's ISB
- Register/head count taken
- All external doors and, as necessary, windows are closed
- Road-facing blinds (where installed) are drawn
- In the event of air pollution, air vents are closed where possible
- Once in lockdown mode, SLT will check headcount with staff and verbally notify the School Office immediately of any pupils not accounted for and instigate an immediate search for anyone missing
- As appropriate, the School Office will establish communication with the emergency services and will notify Camden Council Emergency Management Team (see contact details p.8)
- If it is necessary to evacuate the building (e.g. for fire or bomb threat), the fire alarm will be sounded and the usual fire drill procedure will take place
- Pupils will not be released to parents during lockdown

5b. Inside lockdown procedure

Inside lockdown is used when there is a threat on School premises e.g. an intruder.

Staff must ensure that:

- Pupils are locked into their classroom with their class teacher
- Pupils and staff in the playground are alerted by SLT member and mustered in the Gym
- Pupils of visiting music teachers are gathered in the largest teaching room (Room 50) and in music corridor and the door at the top of the stone stairs locked
- Pupils outside the building or off-site with staff are escorted by staff to Our Lady of Hal Church
- Staff offsite with pupils are phoned by the School Office on their School mobiles to

- inform them of building lockdown status
- SLT check corridors and toilets for pupils, staff or visitors
- Register/head count taken
- All external doors and, as necessary, windows are closed
- Blinds (where installed) are drawn
- Internal classroom doors are closed, locked or blocked
- Lights, whiteboards and computer monitors are turned off
- Pupils and teachers gather out of intruder sightlines
- Staff ask pupils to sit quietly
- Staff encourage pupils to keep calm
- Once in lockdown mode, SLT will check headcount with staff and verbally notify the School Office immediately of any pupils not accounted for and instigate an immediate search for anyone missing
- As appropriate, the School Office will establish communication with the emergency services and will notify Camden Council Emergency Management Team (see contact details p.8)
- If it is necessary to evacuate the building (e.g. for fire or bomb threat), the fire alarm will be sounded and the usual fire drill procedure will take place
- Pupils will not be released to parents during lockdown

5c Corridor lockdown procedure

Corridor lockdown is used when there is a suspect device or package on or near the School premises. If an evacuation route will take people near to the suspect device/package, then it should not be used. If there are no alternative safe routes, then a protected space should be considered. A protected space may, in some cases, be safer to use than evacuating the building, as it should protect against blast and flying fragments.

A protected place consists of:

- Concrete walls (e.g. internal corridors, toilet areas)
- Away from windows, external doors and walls
- Away from the area in between the building's perimeter and the first line of supporting columns (known as the 'perimeter structural bay')
- Away from stairwells or areas with access to lift shafts
- Above the ground and first floor if possible

Safe spaces within the School are:

- St Mary's: landings on first and second floors
- St Luke's: ground floor and first floor corridors
- Gatehouse: upstairs corridor
- St Mark's: upstairs corridor and ground floor pupil toilets
- EYFS: Nursery quiet area and pupil toilets
- Admin corridor: The Bursar's Office

Further information on the response to a bomb threat can be found in our Bomb Threat Procedures.

6. End of lockdown

Lockdown continues until notice is given.

Once the situation has been assessed as safe *Lockdown over* will be announced by the School Office via the School internal telephone system and speaker system. In addition, SLT members will walk round the School to confirm to staff that lockdown has ended whereupon normal activities can resume.

Parents will be informed by the School Office that lockdown has ended (see Communication below).

A lockdown checklist can be found in the Appendix hereto.

Intruder Procedure

Unless accompanied by a delegated member of staff through the Arlington Street side entrance, all visitors (other than scheduled meat and vegetable supplier deliveries) to School must enter by the main Inverness Street entrance, sign in at the School Office and receive a visitor pass to be worn and clearly displayed. Any visitors without a visitor pass are classed as intruders and can be asked to leave the School site immediately.

From time to time, staff may be confronted by an obvious intruder on the School site, or may need to confront somebody who does not appear to have a legitimate reason for being on site.

In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with them to help deal with the intruder
- Ask a third staff member who is not involved to call the School Office
- Risk assess the situation, taking into account their own safety and that of children and other adults on the School site
- Attempt to direct the intruder off the School site. Use casual conversation and/or body language to direct the situation calmly
- If the intruder refuses to co-operate, do not escalate the situation. Contact the School Office to have the emergency services called
- If the intruder shows a weapon, assure them that it is not necessary to consider using the weapon. At this point, back away slowly and leave the area and as soon as is safe to do so report the situation to the School Office, to have the emergency services called immediately
- SLT may take the decision to initiate lockdown
- Staff who control alarms linked to police response should use this as an alternative way of contacting the emergency services

Communication between the School and parents

Parents are reminded that they should never let anyone onto the School site. If they have any concerns about anyone on the School site, they should alert the School Office.

School lockdown procedures, especially arrangements for communicating with parents will be shared routinely with parents either by ParentMail or via the School website and Newsletter.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents should be given enough information about what will happen 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 their child's safety
- Do not need to contact the School. Calling the School could tie up telephone lines that are needed for contacting emergency services
- Do not come to the School. They could interfere with emergency services 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 for them to come and get their children and from where
- Be aware that they should not expect their child to call them from the School as the lockdown situation requires silence in order not to alert an intruder to the presence of children and staff. If their child's stay at School is extended beyond the regular time, they will receive information about the time and place that they can pick up their child

The following message will be sent to parents at the start of lockdown via ParentMail (both text and email) and displayed on the School website

The Cavendish School has entered lockdown. Everyone is safe and well. Please be assured that we are looking after your children. Do not come in to School, phone, email or otherwise contact us – we need to keep our lines of communication open. We will inform you as soon as lockdown is over. Updates will be posted on our website.

The following message will be sent to parents at the end of lockdown via ParentMail (both text and email) and displayed on the School website

The Cavendish School has come out of lockdown and will resume normal activities. All our pupils and staff are safe. Your children may wish to discuss lockdown at home and we would encourage you to do so in a reassuring way.

Follow-up

A letter will be sent to parents as soon as practicable after any serious incident which results in a lockdown to inform them of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency Services

It is important to keep open lines of communication with the emergency services as they are best placed to offer advice as a situation unfolds. The School site may or may not be cordoned off by the emergency services depending on the severity of the incident that has triggered the lockdown.

The Headteacher will liaise with the emergency services on the timing of communication to parents.

It is of vital importance that all members of the School staff are familiar with the School's lockdown procedures. To ensure this, a lockdown drill will be undertaken at least once a year.

Staff will always have advance notice of a lockdown drill, therefore if the lockdown signal is heard without warning staff must assume it is a genuine lockdown and not a drill.

Contact Details

Camden Council Emergency Management
Contact Name: Michael Hrycak
Contact Position: Community Delivery Manager

Telephone: 020 7974 2300 (daytime), 020 7974 4444 (Out of office hours)
E-mail: emergencyplanning@camden.gov.uk

NaCTSO
Confidential hotline: 0800 789 321
www.nactso.gov.uk

Linked Policies

- Bomb Threat Procedures
- Crisis Management Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Visitors and Visiting Speakers Policy

Reference

[NaCTSO Guidance Note 1/2015: Developing Dynamic Lockdown Procedures](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf

[NaCTSO Guidance: Recognising the terrorist threat \(July 2015\)](https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat)
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

APPENDIX: LOCKDOWN CHECKLIST

Building Lockdown

Lockdown Step	Response	Responsibility	Tick	Sign	Time
1.	Give lockdown signal “ <i>Building Lockdown</i> ”	School Secretary			
2.	Alert staff and pupils in playground	SLT			
3.	Ensure all pupils stay in own classroom or the room they are using	Teachers (incl. visiting music teachers) responsible for children in their care			
4.	Lock/secure external entrance points (e.g. doors, windows) to prevent intruder(s) entering the building	Site Manager			
5.	Dial (9)999	School Secretary			
6	Inform staff off site with pupils	School Secretary			
7.	Ensure that pupils, staff and visitors are aware of an exit point in case intruder(s) manage to gain access	Teachers (incl. visiting music teachers)			
8.	If possible, check for missing/injured pupils, staff and visitors	Teachers (incl. visiting music teachers)			
9.	Remain inside until verbal all clear signal has been given by SLT, or unless told to evacuate by the emergency services	Admin JAR St Mary’s SHCC St Luke’s & Gatehouse ROP St Mark’s ISB			
10.	Give Lockdown ended signal	School Secretary			

Inside Lockdown

Lockdown Step	Response	Responsibility	Tick	Sign	Time
1.	Give lockdown signal “ <i>Inside Lockdown</i> ”	School Secretary			
2.	Alert staff and pupils in playground	SLT			
3	Ensure all pupils are inside classrooms or other school rooms. If this is not possible, direct pupils away from intruder sightlines if this will improve their safety	Teachers (incl. visiting music teachers) responsible for children in their care			
4	Lock/secure external and internal entrance points (e.g. doors, windows) to prevent intruder(s) entering the building and to restrict intruder movement within the building	External: Site Manager Internal: SLT as follows: Admin JAR St Mary’s SHCC St Luke’s & Gatehouse ROP St Mark’s ISB			
5	Dial (9)999	School Secretary			
6	Take action to increase protection from attack: <ul style="list-style-type: none"> • Keep out of intruder sightlines • Draw curtains/blinds where installed • Turn off lights • Stay away from doors and windows 	Each teacher (incl. visiting music teachers) responsible for children in their care			
7	Ensure that pupils, staff and visitors are aware of an exit point in case intruder(s) manage to gain access	Classrooms: teachers Rest of building: SLT on walk round			
8	If possible, check for missing/injured pupils, staff and visitors	Teachers (incl. visiting music teachers)			
9	Remain inside until the all clear signal has been given, or unless told to evacuate by the emergency services	Admin JAR St Mary’s SHCC St Luke’s & Gatehouse ROP St Mark’s ISB			
10.	Give Lockdown ended signal	School Secretary			

Corridor Lockdown

Lockdown Step	Response	Responsibility	Tick	Sign	Time
1.	Give lockdown signal “ <i>Corridor Lockdown</i> ”	School Secretary			
2.	Alert staff and pupils in playground	SLT			
3	Ensure all pupils are moved to protected spaces: <ul style="list-style-type: none"> • St Mary’s: landings on first and second floors • St Luke’s: ground floor and first floor corridors • Gatehouse: upstairs corridor • St Mark’s: upstairs corridor and ground floor pupil toilets • EYFS: Nursery quiet area and pupil toilets • Admin corridor: The Bursar’s Office 	Teachers (incl. visiting music teachers) responsible for children in their care			
5	Dial (9)999	School Secretary			
6	Take action to increase protection from attack: <ul style="list-style-type: none"> • Stay away from doors and windows • Stay within concrete walls (e.g. internal corridors, toilet areas) • Stay away from windows, external doors and walls • Stay away from the area in between the building’s perimeter and the first line of supporting columns (known as the ‘perimeter structural bay’) • Stay away from stairwells or areas with access to lift shafts • Stay above the ground and first floor if possible 	Each teacher (incl. visiting music teachers) responsible for children in their care			
7	Ensure that pupils, staff and visitors are aware of an exit point in case evacuation is required	Classrooms: teachers Rest of building: SLT on walk round			
8	If possible, check for missing/injured pupils, staff and visitors	Teachers (incl. visiting music teachers)			
9	Remain in protected space until the all clear signal has been given, or unless told to evacuate by the emergency services	Admin JAR St Mary’s SHCC St Luke’s & Gatehouse ROP St Mark’s ISB			
10.	Give Lockdown ended signal	School Secretary			