



Lockdown Procedure

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

A lockdown may be necessary in response to a number of situations such as:

- A reported incident or disturbance in the local community;
- An intruder on the site;
- 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 close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

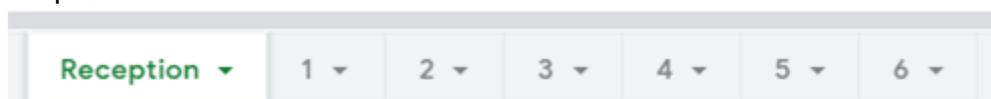
The following procedure will take place:

1. **The Head/Exec should be informed as soon as possible about the threat preferably via the Head's PA (Extension 345: 01442 839107).** Exec will meet in the Main Reception unless it is unsafe to do so, in which case another safer place will be found.
2. The Head (or a member of Exec in her absence) should decide whether to put the school into lockdown.
3. If lockdown goes ahead, staff, pupils and visitors will be alerted by:-
 - Master blaster for 2 minutes (approx.) (**Main Reception** in first instance, or reserve = **Facilities Manager**)
 - Clarion call to staff mobiles (**Main Reception** in first instance, or reserve = **Bursar/Head's PA**)
 - Tannoy via phones (**Main Reception**; reserve = **IT Network Manager**). First message to include IT office so they know the messages are being sent out.
 - Messages via IT (email and screens) (**IT Network Manager** in first instance; reserve = **IT Engineer**)
4. Everyone will be notified with the command:
"Lockdown, Lockdown" with "this is a drill" or "this is NOT a drill" + any additional instructions (e.g. intruder on grounds, or intruder in (NAME OF) building) plus repeat the message to ensure it is heard.
5. Exec will stay in Main Reception and should be joined by the Database Manager and HR Manager if it is safe for them to do so.
6. The Main Reception staff (or Head's PA in reserve) should lock the main front door and close and lock the hatch to the Reception area.
7. All doors should be locked (where possible unless the intruder is within your building, in which case *external* doors should be left unlocked) and everyone should remain in their

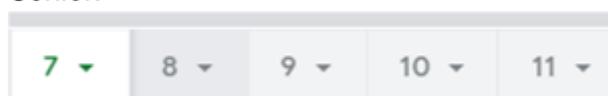
location until the lockdown command is lifted. If a member of staff realises that they are the closest to an external door and can shut/lock it safely, then they should do so.

8. The Facilities Manager (or Bursar, in reserve) should alert the tennis club and neighbour of the potential threat.
9. Staff should inform the Main Reception of their location plus any other staff/children who are present so that any missing pupils/staff can be located by an appropriate person allocated by the Exec (if this is a normal timetabled lesson). Google docs should be used to inform Main Reception of staff/pupil whereabouts.
 - Use the link sent to you by the Network Manager or log into Google Drive, then go to 'Shared with me' or your starred documents and search for 'Lockdown Register Rec to Y6' or 'Lockdown Register Y7 to Y11'. NB. Chrome works better for some staff than Internet Explorer.
 - At the bottom of the document are several tabs within the registers so that you can click onto the relevant Year group.

Prep School:



Senior:



- Go to the relevant sheet for the Year group of pupils you have in your room and mark in the 'Present?' column first – **“Yes” if they are in the room with you; otherwise leave blank.**

Year	Tutor Group	Present ? Y = Yes	Building	Comments
7	7AR			
7	7CP			
7	7EM			
7	7CP			

- When you have marked in all of the pupils in the room with you, then fill in which building you are in.
- Finally, repeat this process for the 'Lockdown Register Teaching Staff' and/or 'Lockdown Register Support & Peripatetic Staff', depending on which staff are in the room with you.
- The final column "Comments" is for Exec and admin staff to utilise as the registers are being checked.

10. If Google docs are unavailable another safe method should be used:

- Ring Main Reception Ext 200 on your classroom or office phone or emergency mobile. The member of staff will identify themselves.
- Email AHS Lockdown from the Outlook contacts: AHSLockdown@abbotshill.herts.sch.uk)

School Receptionist and Transport Manager in Main Reception will then pass this information to the relevant member of staff checking the Lockdown Registers (see point 12). Individual staff should be read out rather than described as “my entire department are accounted for” in case of absences.

11. Any pupils/staff outside (e.g. netball courts/lacrosse pitches) should stay together and run to the nearest building and hide inside in an appropriate safe place. The member of staff with the pupils must ring Main Reception, giving the names of the pupils with them so that the Lockdown Register can be completed by staff in Main Reception.
12. The following staff are responsible for checking that the Lockdown Registers are completed and that any gaps are followed up:
 - The Office Manager, Head and Director of Pastoral Care = Lockdown Register Pupils
 - The PA to Deputy Heads’, Deputy Head and Head of Prep = Lockdown Register Teaching Staff
 - The HR Manager, Head’s/Bursar’s PA and Bursar = Lockdown Support & Peripatetic Register
 - The Database Manager will assist when needed by cross-referencing which staff have signed in/out of SchoolBase using the Fire Evacuation tablet.
13. Pupils/staff in an open inside area (e.g. sports hall) should move to the nearest safe closed area (e.g. classroom).
14. Staff should remain with their pupils in the room in which they receive the lockdown command or go to the nearest safe space.
15. At break time or lunchtime, pupils and staff should go to the nearest classroom, rather than to their Common Rooms.
16. Upon hearing the lockdown alarm, Nursery staff will bring the children in from the outside areas and lock the main front door, all other room doors and shut windows in accordance with the whole-school procedure. The Nursery Manager/Deputy Nursery Manager will if possible go to their office and log into the electronic fingerprint entry system in order to disable the glass door to Stepping Up until the lockdown is lifted. A member of staff from each room must ring Ext 200 and confirm whether they have accounted for all of their pupils. They also need to give the names of the Nursery staff who are present in that room and confirm that all staff are accounted for - or not - as is the case.
17. In the event of a pupil finding herself separated from her own class, she should return to her class unless this involves leaving the building. Pupils who would have to leave a building in order to return to class should instead report to the nearest teacher who, in turn, should report the pupil’s attendance to Main Reception.
18. Once classes are contained, teachers should tell pupils that an emergency drill is in place and follow the CLOSE procedure as follows:
 - **C**lose all windows and doors and draw blinds
 - **L**ock up
 - **O**ut of sight and minimise movement
 - **S**tay silent and avoid drawing attention
 - **E**ndure. Be aware you may be in lock down for some time

19. Teachers should not continue to teach classes but try and keep pupils calm and quiet.
20. Teachers should stay by the computer/telephone if possible awaiting further communications.
21. Non-teaching staff should move to the nearest safe area, alert Main Reception as to their whereabouts by any safe method available (e.g. Google docs, telephone, emergency mobile, email) and await further instructions.
22. The Head (or Bursar in reserve) should contact the Chair of Governors to inform her of the situation and to decide on information to be given to parents, then advise the Main Reception of the message to be sent to parents.
23. The Head/Exec should decide whether the school's Critical Incident Plan should be implemented.
24. The lockdown will be lifted with the command "**All clear. The lockdown is lifted. All clear**" repeated to ensure it is heard. Staff, pupils and visitors will be alerted by:-
 - Master blaster for 2 minutes (approx.) (**Main Reception** in first instance, or reserve = **Facilities Manager**)
 - Clarion call to staff mobiles (**Main Reception** in first instance, or reserve = **Bursar/Head's PA**)
 - Tannoy via phones (Main Reception in first instance; reserve = **ICT Network Manager**)
 - messages via IT (email and screens) (**ICT Network Manager** in first instance; reserve = **IT Engineer**)

Additional notes

It is essential, on a daily basis, that if you and your class are intending to be somewhere other than your timetabled location that you inform the Main Reception. If this involves taking your pupils outdoors or off site (e.g. trips or PE fixtures), you must carry a mobile phone; ensure that it is switched on and that the Main Reception has been notified of your contact telephone number.

Once lockdown has commenced, no non-employees of Abbot's Hill School will be allowed entry into any building unless otherwise instructed.

The Database Manager will update the Lockdown Registers when provided with pupil and staff leavers and joiners information.

COVID-19

The above policy will continue during the COVID-19 pandemic other than:

- those listed above with certain responsibilities may not be present on site during this time (including where staff are furloughed). Therefore, some of the above roles may be allocated to different staff, as necessary. Those staff will be informed of any changes to the above responsibilities by the Deputy Head and/or Bursar.
- all staff, pupils, visitors, contractors who may be on site during a lockdown will be reminded to follow appropriate social distancing measures in force at that time.

Signed

Issue Date: June 2020

Review Date: June 2021

A handwritten signature in black ink that reads "K. Gorman". The signature is written in a cursive style with a small flourish at the end.

Mrs Kathryn Gorman

Head