



THE
Beaulieu Park
SCHOOL

Lockdown Policy

Committee Responsible	LGB
Lead Staff Member	Premises Manager
Approved by	LGB
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THE BEAULIEU PARK SCHOOL – LOCKDOWN POLICY



Lockdown Guidance and Procedure for The Beaulieu Park School

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).

Events which could trigger a lockdown:

- Incident or disturbance in the local community
- Intruder on school site with potential to pose a risk
- Warning of air pollution
- Major fire in the vicinity of the school
- Dangerous dog roaming loose

School Lockdown Procedure

In the event of a lockdown situation, the lockdown alarm should be sounded and the emergency services contacted.

Staff and students should remain in their classroom or office, unless informed otherwise. For those on the field/courts, they should go to the nearest changing room. External doors and interior classroom doors should be closed, lights turned off, windows closed and blinds drawn. In a computer room, monitors should be turned off unless required for communication between adults. Classroom doors are to be shut with a door wedge (or lock) and barricaded with furniture if possible. Students are expected to sit silently (or hide under desks if instructed). Staff must send an email to the Leadership Group (leadership@beaulieuparkschool.com) if there is a missing student (e.g. gone to the toilet) or if there are additional persons in the room that are not on the register. Mobile phones must not be used by students to communicate.

This procedure takes into account the NaCTSO (National Counter Terrorism Security Office) Guidance Note 1/2015 – Developing Dynamic Lockdown Procedures and should be read in conjunction with the Schools Critical Incidents Policy. It covers the threats mentioned above.

However, where the school is subject to an aggressive terrorist incident (e.g. armed attackers) and it is not safe to initiate any or part of this plan the basic stay safe principals of the Run>Hide>Tell must be followed.

Lockdown procedure : Planning
<p><u>Staff who will perform specific duties:</u></p> <ul style="list-style-type: none">• Leadership Team & Premises Team (communication via Mobile phone)• Control Rooms Location: IT Office Secondary School – reason – secure from inside, access to CCTV, computers and telephones.• Alternative Control Room: Quiet room Primary School
<p>External agencies that will or may need to be contacted:</p> <ul style="list-style-type: none">• Police / Emergency Services tel. 999• Environment Agency tel. 0800 80 70 60
<p><u>Method of communication to be used in the event of a lockdown</u></p> <ul style="list-style-type: none">• Mobile Phones between Executive Lockdown Leader, Leadership Team, Lockdown Leaders and Premises staff.• School mobile phones• Internal telephones (if safe to do so).

Lockdown Alert Signal will be given in the following way:

- Repeated Short blasts from a whistle.

All clear signal will be given in the following way:

- One long blast of a whistle and site walk by Leadership Team and / or Premises Team.

Movement plan for students, staff and contractors to follow if they are not in a classroom:

- Students, staff and any contractors (who are signed in to school) make their way to the nearest classroom or secure building.

- Staff to send an email to the Leadership Group (leadership@beaulieuparkschool.com) if there is a missing student (e.g. gone to the toilet) or if there are additional persons in the room that are not on the register.
- The control room staff will facilitate the Lockdown and locate any missing persons (if appropriate).

- Lockdown procedures will be practiced at least once per year and drills recorded by the Premises Manager.