

# BROOMFIELD SCHOOL



## LOCKDOWN PROCEDURE

**This procedure applies to the Broomfield Campus, i.e. Broomfield School, West Lea in Broomfield (the WiB), Winchmore Sixth Form at Broomfield and Bowes Southgate Green.**

**Accepted by the Community Committee of 20<sup>th</sup> June 2018.**

**To the Full Governing Body Committee on 3<sup>rd</sup> July 2018.**

*(This procedure has been adapted from Hall Green School Lockdown Procedures Policy, May 2016. The link to this document was sent to Enfield schools - email 15<sup>th</sup> June 2017 - by Jacqui Penn, PS 22 YE, Safer Schools Unit, Enfield Police Station, in an email concerning lockdown advice.)*

## 1. Rationale

The purpose of this procedure is to provide instructions for staff in the event of an incident that requires a whole-school lockdown. Given the campus organisation of the school, any lockdown applies to the whole campus, i.e. all schools and activities enjoying the use of the Broomfield buildings and grounds. These instructions should be read in conjunction with the school fire evacuation instructions, the school safeguarding policy and the school business continuity plan.

## 2. Broomfield School Campus

In the light of the campus arrangement of Broomfield School this procedure will be drawn up in consultation with all the other schools using Broomfield grounds and buildings.

## 3. Lockdown Procedures

### 3.1. Circumstances triggering a lockdown

3.1.1. This lockdown procedure is planned as a swift response to an immediate threat to the life and safety of members of the school community from one or more violent intruders on the school site.

3.1.2. By its very nature, a violent attack by intruders to the school site will be unpredictable. An intruder may attack from any point and at any time of day. Members of the school community should be alert to the security of the school site and procedures for maintaining a secure site. They should also be aware of the guidance in **Appendix A** on how to respond to an attack: *Run, Hide, Tell*.

### 3.2. Alerting the school and campus community

3.2.1 A special alarm-procedure has been installed to alert the school community to an attack. This alarm will be able to be directly triggered from a number of locations.

3.2.2 These locations will also be given a radio to be kept charged, switched on permanently and ready and available for the sole purpose of Lockdown. These radios will be permanently tuned to the general channel 4.

3.2.3 Any member of staff who believes that the school is subject to an attack should inform Broomfield Reception staff **immediately** and provide information about the situation. Should you not be able to contact Reception contact, in the following order, the Head Teacher, School Business Manager, premises or another member of SLT.

This is to be done depending on your location by:

- a radio tuned to the general channel 4,
- sending a member of staff to the Broomfield School main office.

A number of things are extremely important. Some of these are:

- the safety of all,
- there is to be no delay in conveying the message to the Broomfield School's main office and Broomfield School's head teacher,
- clarity over the situation.

3.2.4 If possible, reception staff should inform the Broomfield School head teacher (HT) immediately; in his absence the Broomfield School Broomfield School Business Manager (SBM) or Premises, in her absence the deputy head teachers (DHT) and and, in their absence, the Broomfield School assistant head teachers (AHT).

3.2.5 HT consults Emergency Services dialling 999, if appropriate. The HT (DHT & BM/AHT) takes the decision to impose the lockdown unless this has already been actioned.

3.2.6 Due to the unpredictable nature of the event, it may not be safe or practical to contact the HT. In such circumstances, members of staff should sound the alarm if they are able to do so **and contact emergency services using 999.**

**3.2.7 Please note that if the Lockdown Alarm is sounded, other than for a drill, the emergency services should be called using 999.**

3.3. Response to lockdown alert

3.3.1 If the alert occurs during lesson time or form time

- a. All pupils inside the school should remain in their classrooms or other areas in which they are being supervised, e.g. halls, canteen, gym.
- b. If public examinations are in place, pupils are to remain in their seats, stop writing, remain in silence and await further guidance from the invigilators. (*Should the exam hall/room need to be evacuated the Exam Hall Fire Evacuation Procedure will be followed as far as is possible.*)
- c. Classroom doors (and other room door, as appropriate) are to be locked, where a member of staff with a key is present.

- d. Windows are to be locked, lights turned off, blinds drawn and pupils and staff to move away from the doors and windows. In halls, gym, canteen, etc., pupils are to move under the direction of the staff to that part of the room that is judged to be the safest.)
- e. Staff should encourage pupils to keep calm.
- f. Staff should inform pupils that the School rule regarding mobile phones remains in place. They are to be kept switched off and of sight.
- g. Pupils are to keep quiet, orderly and be attentive to staff.
- h. If it is necessary to evacuate the building, the fire alarm will be sounded and the fire evacuation procedure is to be followed.
- i. Whether lockdown or fire evacuation, staff, in their respective locations, should then await further instructions.
- j. If the fire evacuation procedure is sounded, all are to assemble at the fire muster-point on the astro. From there, a decision will be made over the need for any further site-evacuation either. This will be to one of two locations.
  - o Either there will be a further evacuation from the school site across the fields and onto Powy's Lane at the back of the fields - the assembly point will be at Broomfield Park;
  - o Or there will be a further evacuation from the school site via the front of the school onto Wilmer Way - the assembly point will be at Seafeld Road..

At the muster point a roll call will be conducted.

- k. Staff should avoid unnecessary calls to senior management or reception as this could delay more important communication.
- l. Senior staff will conduct an ongoing and dynamic risk-assessment based on advice from the Emergency Services.
- m. Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- n. Pupils on the school site but outside the buildings, e.g. on the astro for PE, should be brought in immediately and go to the **sports hall** or, if the sports hall is being used for exams, the **gym**, but only if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exists to the school site, especially during a high risk incident. Pupils must not be allowed to wander off.

3.3.2 If the alert occurs before school, during break, lunchtime or after school:

- a. Pupils on the school site but outside the buildings or in the buildings but outside of classrooms should:

- i. if on the astro or playgrounds at the back of the buildings or inside at the back of the building should be brought immediately to the **sports hall**, or, if the sports hall is being used for exams, the **gym**,
- ii. if in the canteen stay in the canteen,
- iii. if at the front of the school, either inside or outside the school building, should be brought in immediately and to go to the assembly hall.

3.3.3 If the safest action is to leave the school site via the usual Wilmer Way entrance to the school, pupils and staff should congregate in **Seafield Road** taking particular care in crossing the road; the zebra crossing should be used in an orderly fashion. Pupils must not wander off or go home. This will be important for identification purposes and general safety. All staff should supervise. Pupils should remain quiet and calm and all should await the emergency services.

If the safest action is to leave the school site is across the fields and onto Powy's Lane at the back of the fields, the assembly point will be at Broomfield Park. Care must be taken as we walk along the road to the park. Pupils must not wander off or go home. This will be important for identification purposes and general safety. All staff should supervise. Pupils should remain quiet and calm and all should await the emergency services.

3.3.4 A full roll-call is to be taken.

3.3.5 **The above is only to be followed if it is safe to do so. Staff with pupils should use their judgement. It may be safer to stay out of the school building and seek alternative exits to the school site, especially during a high-risk incident.**

#### **4. Training**

- 4.1 Campus staff are to be informed of the lockdown policy
- 4.2 Campus staff are to receive training on the '*Run, Hide and Tell*' practice (**Appendix A**).
- 4.3 Campus pupils are to be informed of the lockdown procedure.
- 4.4 Information is to be given to campus parents regarding the lockdown procedure.
- 4.5 The senior leadership team is to conduct a number of 'table top' exercises with non-Broomfield campus staff representatives to test the procedure against a variety of scenarios.

- 4.6 At least once a year there are to be two whole-campus practices, one during lesson time and one during break or lunch. This is to test the procedure against a variety of scenarios.
- 4.7 There is to be a weekly test of the alarm and Lockdown radios.

**5. Responsibility to review document**

- 5.1 The policy is reviewed once a year by the Broomfield School F&P committee and a consultation with the schools of the Campus will take place.

## **APPENDIX A**

### **Stay Safe**

#### Firearms and weapons attack

‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### **Run**

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to the greater danger?

Insist other leave with you.

Leave belongings behind.

#### **Hide**

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Cover from view does not mean you are safe; bullets go through glass, brick, wood, and metal.

Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock/barricade yourself in.

Move away from the door.

#### **Tell**

Call 999 – What do the police need to know?

Location – Where are the suspects?

Direction – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

#### **Armed Police Response**

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view.

#### **Officers may**

Point guns at you.

Treat you firmly.

Question you.

Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL leaflet

[http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

Stay Safe Film for training

<https://www.gov.uk/government/publications/stay-safe-film>