



STREATHAM & CLAPHAM HIGH SCHOOL

DYNAMIC LOCKDOWN POLICY & PROCEDURES

Streatham & Clapham Prep and Senior School

Person(s) responsible for this policy		DFO, Senior Deputy Head, Head of Prep	
Last review by	Alison Bullock	Review date	December 2023
Date of next review		December 2024	

The primary aim is to ensure the schools deal with potential threats inside or outside the buildings or to keep people away from areas in school where there may be a hazard. The Emergency Evacuation Co-Ordinator is to ensure all occupants of the building are made as safe and secure as possible. The above aim will be achieved by thorough familiarisation with the building and awareness of the lockdown signal plus procedure.

These procedures will be called for in the following instances:

1. The threat is outside of the school building for example the school may have been notified of public disorder or terrorist activity.
2. The threat is inside the building for example an aggressive/violent intruder
3. There is a hazard in an area of the building e.g. a medical emergency, building failure or chemical spill.

Lockdown Procedure due to external threat or internal hazard

- The Head and Emergency Evacuation Co-ordinator (or deputies) will order lockdown procedures. [The alarm will be triggered by pressing a blue call point.](#)
- The lockdown alarm will sound continuously.
- Staff, pupils and visitors will be directed or should make their way quickly and calmly to the nearest classroom or secured space. This will predominantly mean staying where you are in a safe place.
- External PE lessons should go to the Pavilion or hide in the bushes.
- **If Prep pupils are in the playground at the time of a warning then they should move to the secret garden area.**
- Sixth Form girls not in lessons should go to the nearest classroom.

- If you are in the library, you should lock the door using the top and middle locks and hide away from door.

On hearing the warning all pupils and staff should:

- Get to a secure area, stay in or quickly go to the nearest classroom or office. Lock the door if you can.
- Do not hide in or go to washrooms. If safe to do so, people in the washrooms should move to nearest classroom.
- Move away from doors and windows; push table up against doors if no lock.
- Stay quiet and try to remain calm; put any phones on silent and off vibrate, and do not access social media now.
- Ignore lesson bells and fire alarms at this time.
- Stay in your place of shelter including if this goes passed the end of day.
- Do not leave your place of shelter or open your door until you have been advised it is safe to do so by a known member of staff or emergency services personnel.

The presence of the intruder or the nature of the emergency lockdown will be reported to the Police immediately by the Emergency Evacuation Co-ordinator. Throughout the duration of the lockdown alert staff should, wherever possible, log in to IT systems and await emergency communication via e-mail.

- If it is necessary that we remain in lockdown after the end of the day, the Emergency Evacuation Co-ordinator (deputies) will use the SchoolPost system to inform parents.
- The Head and Emergency Evacuation Co-ordinator will liaise with the Police for an all-clear 'to be given'. This will be given by a known member of staff coming to your classroom, an email all clear or the emergency services.
- Once the school has reassembled, staff should complete an immediate register to ensure that all occupants are accounted for. **Pupils and staff should not go home before this is completed.**

The latest advice, 'Stay Safe' in a firearms and weapons attack, issued by the National Counter Terrorism Security Office, is below.

Who is Emergency Evacuation co-ordinator at the Senior School? Alison Bullock / Mary Kpobie / Sam Lucas

Who are the deputies? Sam Lucas / Mark Weatherhead / David Lucas

Who is Emergency Evacuation co-ordinator at the Prep School? Helen Loach / Zara Simpson / Alison Bullock / David Lucas

Who are Deputies? Jane Hayes / Kate Eldred

Who will also be trained? SLT / PSLT / Premises team/ HM's

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 here: [Marauding Terrorist Attack \(MTA\): RUN. HIDE. TELL. - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/marauding-terrorist-attack-mta-run-hide-tell)

Run

- Run to a classroom or other secure area
- If you cannot run then hide straight away
- Can you get there without exposing yourself to greater danger?
- 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?

This will be done for you in the school environment

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – 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.