



Bruern Abbey Critical Incident Lockdown Policy and Procedure

Last Reviewed September 2024

To be reviewed in September 2025

Bruern Abbey – Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- Head / Deputy Headmaster will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by Head / Deputy Headmaster that the school is in 'lockdown' by word-of-mouth or continuous use of the school bell.
- This initiation of a lockdown will be followed up with email communication to all staff. This email will detail the procedure that should be taken. Staff should be vigilant and keep a close eye out for further email communication.
- If the emergency services did not contact the school, the school should contact emergency services to advise them of the situation.
- Parents should be informed if the Headmaster believes this to be appropriate.

Such appropriate circumstances could include:

1. Informing parents of day pupils if the incident arises during the school day, especially if it is just before collection time
2. (Boarders) If there is significant danger to pupils / there is a chance of media interest. Boarders parents will be informed as a matter of course after the lockdown has occurred.
3. If the incident occurred early in the morning and could prevent the safe arrival of day pupils.

Procedure when all pupils are all in lessons.

- If the emergency occurs during all school lessons, classroom staff should keep pupils in their class for the duration of the emergency. Lesson changes will be abandoned. Staff should follow the CLOSE procedure detailed below.
- Staff to complete head count as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows

- U6 to the drawing room (CLOSE SHUTTERS)
 - L6 to the senior landing
 - Jr. School to the Jr. landing

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external doors of the house will be closed and locked (but manned to allow pupils to enter) ensuring no one can enter or leave the main building.
- The school gates will be closed by the estate manager and he will remain (or appointed deputy) in post at the gates and await emergency services. If it is safe to do so.

Monitoring the Site Entrances and Movement of Pupils.

Once the site is secure, staff who are not teaching or looking after pupils in a classroom, (except for the estates manager and appointed deputies) should return to the building and monitor entrances discretely from side windows. The school CCTV system will also be monitored by office staff or the Deputy Headmaster. Pupils can then be led from classrooms and return to the main house under the direction of staff. **The moving of pupils back to the main house must only be attempted if there is no threat to the security of the school site.** The estates manager should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Procedure when pupils are at games or activities. (including lessons conducted in the grounds)

- If the emergency occurs during junior or senior games, classroom staff should follow the lesson time procedure above.
- Games staff should stop the games session and accompany pupils to the house. Staff should follow the CLOSE procedure detailed below.

- U6 to the drawing room (CLOSE SHUTTERS)
 - L6 to the senior landing
 - Jr. School to the Jr. landing

- Staff to complete head count as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in classrooms, or in the house, keeping children calm and away from windows

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Procedure when all pupils are having free time.

- If the emergency occurs during free time, the school bell should be continually sounded.

- Pupils should be sent to the main house. Staff on free time duty and other available staff should actively guide the pupils into the main building and then sweep the woods (should it be safe to do so) to ensure that all pupils have responded to the claxon.

U6 to the drawing room (CLOSE SHUTTERS)

L6 to the senior landing

Jr. School to the Jr. landing

- Staff to complete a head count or register (via iSAMS app) as soon as possible and notify Head / Deputy Headmaster if a child is missing; in the event this is the case the school will follow the Missing Child Policy
- All staff will remain in the house, keeping children calm and away from windows

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- The school gates will be closed by the estate manager and he will remain (or appointed deputy) in post at the gates and await emergency services. If it is safe to do so.

Monitoring the Site Entrances

Once the site is secure, (except for the estates manager and appointed deputies) should return to the building and monitor entrances discretely from side windows. The school CCTV system will also be monitored by office staff or the Deputy Headmaster. The estates manager should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Procedure when all pupils are in the boarding house – sleeping.

- If the emergency occurs during the night, all resident staff should be alerted, and the situation explained.
- The Head of boarding for that night will contact the emergency services and inform the Headmaster who will come back to the school if it is safe to do so.
- Resident staff should check that all entrances to the main house are secured including all windows and cellar entrances.

- If there is no threat to the security of the building, there is no need to wake pupils. The evening fire list should be on hand should the emergency services require confirmation of the number of pupils and staff resident in the building.
- Staff should follow the **CLOSE** procedure detailed below.
- If the school needs to be evacuated, the fire alarm should be sounded, and staff and pupils should follow the fire evacuation procedure
- All staff will remain alert in the boarding house, until the emergency has passed keeping children calm and away from windows should any wake during the emergency

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The lockdown will proceed in the following priority, if safe to do so:

- The external doors of the house will be checked, ensuring no one can enter or leave the main building.
- If it is safe to do so, a member of the resident staff will go to the school gates and direct emergency services.

Monitoring the Site Entrances.

Once the house is secure, staff should monitor entrances discretely from side windows. The school CCTV system will also be monitored by a member of the boarding staff. The appointed resident staff member should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

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