

# **Bellevue Lockdown Policy and Procedure**



Reviewed: August 2024  
Next Review: August 2025

## **Bruern Abbey Senior School – 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 whilst all boys are not in boarding accommodation (approx. 0730 - 2130):**

- Office staff will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff or parent
- Staff will be advised by office staff that it is in 'lockdown' by both email and WhatsApp and, if deemed safe to do so, use of staff runners.
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify office staff 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 and await further instructions by email and WhatsApp.
- **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 Head, and in her absence, the Senior Master, will decide whether this is necessary. Boys would be accommodated on the first and second floor boarding accommodation with external and internal doors locked where possible.
- All children in games sessions will be advised to return to the school building (unless off site)
- The office staff will contact any groups of staff and pupils who are off-site at the time of the lockdown (e.g. for trips, off-site sport or fixtures) and advise them not to return to school until the 'all clear' message has been given.

### **Procedure when all pupils are in the boarding accommodation (approx. 2130 - 0730):**

- If the emergency occurs during the night, all resident staff should be alerted, and the situation explained.
- The Housemaster will contact the emergency services and inform the Head 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

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 gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discreetly from side windows. The school CCTV system will also be monitored by office staff or the Senior Master. Staff should only open doors when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through by email, using the following template:

*The school is in a lockdown situation due to .....  
The emergency services are aware of the situation and are working with the school.  
All external doors are locked, nobody is allowed in or out of the building.  
Please do not collect your child or come to the school until you receive the 'all clear' message.  
Thank you*

Rehearsal

The school will undertake a periodic rehearsal of lockdown procedures. This may take place on a staff training day, in order to minimise and stress or anxiety caused to the pupils.