



## **Westminster Tutors**

# **LOCKDOWN POLICY**

### **Rationale**

Lockdown procedures should involve a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the college.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical ones might be:

- A reported incident or civil disturbance in the local vicinity which could pose a risk to the college community.
- An intruder on the college site with the potential to pose a risk to pupils, staff and visitors.
- A warning being received regarding a local risk of air pollution.
- A major fire in the vicinity of the college.

### **Raising the Alarm and Immediate Action**

The people with authority to manage the lockdown are the following members of the SLT:

- The Principal, Virginia Maguire
- The College Registrar, Lu Qian
- The Directors of Studies, Joe Mattei and Tom Lees

When the Principal is on site, she will lead decision-making and liaise with the emergency services if necessary, otherwise it will be agreed between the other three members of staff who should take the lead. As soon as an alarm is raised externally or internally this should be communicated to a senior member of staff. All senior staff should meet in Reception to share communication.

In terms of the lockdown itself, immediate actions are to lock both entrances to the college (the ground floor doors at 86 and 84 Old Brompton Road) and lock the large windows which give access to the rear flat roofs on the first floors of 86 and 84 Old Brompton Road.

Given the relatively small size of the college, and the fact that there are two staircases which go around both the 86 and 84 sides of the building, the alarm will be best raised by a walk round, which can be completed in two minutes.

### **Partial Lockdown:**

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the college. It may also be as a result of a warning being received regarding the risk of air pollution, etc. Partial lockdown should be seen as a precautionary measure.

Immediate actions:

- External doors and windows should be locked.
- All pupils and staff to remain indoors.
- Free movement may be permitted within the building, dependent upon the circumstances.
- In general, pupils should remain with their teachers in their classrooms, and students and staff not currently in lessons should gather in the Reception/ Common Room area
- The member of staff managing the lockdown should establish communication with the Emergency Services as soon as possible where this is deemed appropriate.
- If necessary, parents should be notified as soon as it is practicable to do so via the college's established communications systems.
- Senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services, which can then be communicated to staff who can inform their students.
- Staff should encourage pupils to keep calm.
- Once in lockdown mode a roll call may be taken by means of physical checks of who is present in relation to records kept on the door entry system notebook (kept in Reception).
- An immediate search of the building should be instigated for anyone who is missing
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded.

### **Full Lockdown:**

This signifies an immediate threat to the college and may be an escalation of a partial lockdown.

Immediate actions:

- The alarm should be raised by means of a walk round the building if possible, or by any other means of communication if impossible
- If possible gather all pupils, staff and visitors in the Reception area, which is the 'base'.
- All windows in the vicinity should be shut, locked, and have their blinds pulled down.

- Lock the Reception entrance door before Room 1 from inside, lock 84 side half landing door, and the door past Room 3.
- If impossible to gather everyone in the Reception area, internal communication should be achieved by emails on phone/ laptops.
- Mobiles should be silenced but texts may also be used.
- Students and staff should sit quietly and remain protected/out of sight as appropriate
- Once in lockdown mode a roll call may be taken by means of checks of who is present in relation to records kept on the door entry system notebook (kept in Reception).
- The college should establish communication with the Emergency Services as soon as possible and notify them of any students or staff who are thought to be missing.
- During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or Reception as this could delay more important communication.
- Parents should be notified as soon as it is practicable to do so via the college's established communications system.
- Parents will also need to be aware that communication may be limited at this time.
- Pupils will not be released to parents during a lockdown.
- Staff and pupils remain in lockdown until it has been lifted by the responsible senior member of staff or the Emergency Services.
- At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

### **Communication With Parents and Carers**

In the event a lockdown, any incident or development will be communicated to parents and carers as soon as is practicable. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents and carers should be given enough information about what will happen so that they:

- are reassured that the college understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety,
- do not need to contact the college as calling the college could tie up telephone lines that are needed for contacting emergency service providers,
- do not come to the college as they could interfere with access by emergency service providers and may even put themselves and others in danger,
- wait for the college to contact them about when it is safe to come to collect their children, and where this will be from.