



HARROGATE LADIES' COLLEGE & HIGHFIELD

Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

LOCKDOWN POLICY PROCEDURE

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

Latest review: September 2021

Next Review Date: September 2022

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Lockdown procedures should be seen as 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 school. Procedures should aim to ensure the safety of all pupils and staff as far as possible until external agencies become involved.

Incidents can occur with or without warning. With warning incidents will trigger the schools Crisis Management Plan and Crisis Management Team (CMT). Without warning incidents are dynamic and fast moving and will be dealt with by the most appropriate person available working within the procedures detailed below.

Lockdowns will be triggered by activating the whole school lockdown alarm and will end when a senior member of staff advises that lockdown is over.

In addition to the specific instructions highlighted below, the overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality.

a) There are two types of lockdown:

1. External Lockdown

This is in response to a threat that occurs outside the school buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the school or an external health hazard such as a toxic cloud. In these cases, at least initially, normal practice can continue undisturbed within the buildings but the community needs to be alerted to the fact that they cannot go outside at breaks or lunchtimes or at any time until the all clear is given. The goal of this lockdown is to prevent the threat from entering the building.

2. Full Lockdown

This threat usually exists when the danger is inside a school building or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to pupils or staff. This scenario involves a serious and immediate threat that requires urgent action. This high level threat could come from such things as an attacker or a dangerously out of control intruder.

b) Procedures

1. Full Lockdown

This procedure is designed to protect the community from any imminent threat. On hearing the lockdown signal, staff and students should do the following:

- a. Remain calm but alert – the campus should fall silent immediately
- b. Collect in pupils/make your way into a room within a building immediately. All corridors, toilets and communal areas should be clear. Do not allow pupils to visit the toilet
- c. If you are already in a room, stay there
- d. Close and, if possible, lock all windows and, if safe to do so, staff check any building doors are closed
- e. Account for and keep together all pupils that are in your care
- f. Attempt to block the door with heavy items that are readily available e.g. desks

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



- g. Hide your staff lanyard into a pocket so that you could not be identified or required to open doors by an intruder
- h. Turn off all lights and close any blinds and curtains
- i. Keep pupils silent and inside classrooms, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible
- j. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services
- k. Only use a mobile phone if you feel the situation has developed further and information has to be relayed
- l. Remain like this in the room with doors barricaded until you receive the all clear
- m. Ignore any fire drill unless you and your class are obviously at risk

2. External Lockdown

These procedures are designed to secure the building from any external threat. Upon initially hearing the lockdown signal the full lockdown procedures should be followed. If the threat is external, staff and pupils will be advised by a senior member of staff and the alarm will cease to sound. In this situation:

- a. Remain calm but alert
- b. Keep all windows closed and building doors closed. Keep blinds closed
- c. Keep pupils inside, usually classrooms but this also might include common rooms or corridors if the situation is prolonged or over a break time and their visibility is not an issue, e.g. toxic cloud
- d. Continue to follow the timetable as far as possible unless informed otherwise
- e. Be prepared to follow further instructions as issued face to face by SLT or via email
- f. Students should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information has to be relayed
- g. Keep pupils as calm as possible.

c) Evacuation

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your pupils to a designated safe space. The first choice location would always be the car park by the Sports Field for College and Highfield and the carpark of St Wilfrid's Church for Pre-School.

Invocation/Activation Procedure: With Warning

Primary Action

At HLC, the Principal (or Deputy Heads in her absence) is advised or becomes aware of an Incident.

Secondary Action

In the Principal's absence this role is taken by a member of the SLT

The Principal agrees that a Critical Incident should be declared

The Principal will call out the Crisis Management Team (CMT).

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



The Principal will agree with CMT that the lockdown procedure should be initiated and will start the appropriate signal.

SLT will liaise with authorities and relay information as best they can, using internal and mobile phones.

SLT will declare the all clear when appropriate.

Invocation/Activation Procedure: Without Warning

Primary Action

The person becoming aware of a situation will call 999 then inform main Reception of their concerns. Ideally, they should request another member of staff call 999 whilst they inform Reception. If Reception cannot be raised or if Reception has been compromised, they will then try to raise a member of SLT or the Estates Department directly.

Secondary Action

Reception will try to contact a member of SLT; if no one can be raised, they will contact the Estates Department by telephone.

The SLT member or member of the Estates Team will make a final attempt to contact other senior colleagues; if this is not possible they will make the decision to activate lockdown. This person will assume the role of incident controller until such time as they are relieved or the incident is defused.



Appendix 1

Incident Management Team’s Roles and Responsibilities

	Position	Roles and responsibilities
1	Incident Lead Manager	Takes the decision to declare a lockdown and activate the Incident Management Team Makes decision on type of lockdown required Coordinates and manages the CMT during the incident Keeps governors and all other relevant parties informed appropriately Manages Incident Response Checklist
2	Crisis Management Team (CMT)	Calls the emergency services as required and seeks assistance Identifies all hazards that may be presented during the incident Ensures that a written log is kept of all decisions made and why Activates and manages support teams Keeps in direct contact with the emergency services and relays all advice and information as appropriate Organises specific internal support teams to delegate operational duties/activities inc. to locate, setup and equip a dedicated Incident Control Centre (likely to be the School Office)
3	Emergency responder	Cooperates and liaises with all emergency services, feeds back to CMT. Gathers First Aid team together and directs as appropriate
4	Administrators	Remain by telephones and relay as much information as possible to and from CMT and staff
5	Communications’ Team	Develop internal and external communications network as per Appendix 2



Appendix 2

Communication – emergency services, parents and press

It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by them, depending on the severity of the incident that has triggered the lockdown. Emergency services will liaise with the Principal regarding the detail and timing of communication to parents during and immediately after the event.

Communicating with parents on school lockdown procedures and practices will be initially shared with parents by letter. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Students should not use their mobile phones to contact parents or carers during a lockdown and parents will be requested not to block the phone lines or try to access the campus if the school is in lockdown.

Parents should be reassured that the school is doing everything possible to ensure children's safety and wait for the school to contact them about when and where it is safe to collect their children.

All communication with the press will follow the crisis communication procedure set out in the Crisis Management Plan and be led by the Marketing and Admissions department. No member of staff must communicate with the press outside of this procedure.