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## LOCKDOWN POLICY (KS/F&P/101)

<b>Committee Responsible:</b>	Finance and Premises
<b>Lead Officer:</b>	Headteacher / Director of Finance & Operations
<b>Date of Review:</b>	July 2025
<b>Date to be Reviewed:</b>	July 2028
<b>Signed:</b>	
<b>Date:</b>	

# LOCKDOWN POLICY

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date.

Version Number	Version Description	Date of Revision
1	Original	June 2022
2	Revised after first lockdown practice and incorporates LBH lockdown.	April 2023
3	Revised (highlighted) after lockdown in October 2023.	October 2023
4	Example of text message to be sent to parents included	May 2024
5	Various procedural change updates highlighted	July 2025

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# LOCKDOWN POLICY

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# LOCKDOWN POLICY

## 1.0 INTRODUCTION

- 1.1 This policy is intended to ensure that students and staff are safe in situations where there is a threat in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety. It is expected that a 'lockdown' drill will be carried out and recorded at least annually.
- 1.2 This policy must be used in conjunction with the Keswick School Emergency Plan.

## 2.0 SCOPE

- 2.1 This policy applies to employees, volunteers, parents/carers, students and people visiting the school site. It covers the procedures and personnel responsible when the academy is required to go into lockdown.

## 3.0 SCENARIOS WHEN LOCKDOWN MAY BE NECESSARY

- 3.1 This policy applies when students and staff need to be contained within buildings for their own safety. Lockdown procedures may be activated in response to any number of situations; some of the typical scenarios are:
- A reported incident or civil disturbance in the local community which potentially poses a risk to the school community.
  - A dangerous individual in the locality.
  - Anyone on the school site with the potential to harm students, staff and visitors.
  - Serious accident on-site requiring good access for emergency services.
  - Warning being received regarding a local risk of air pollution (e.g. smoke plume, gas cloud).
  - A major fire near the school.
  - The proximity of a dangerous animal roaming loose.

## 4.0 TESTING OF THE POLICY

- 4.1 The Headteacher will schedule at least one 'lockdown' drill per year and will be responsible to ensure staff members are clear about the procedure before the drill takes place. SLT, Heads of Year and Form Heads will remind students of the lockdown procedure during the first week of term in September and then as required throughout the year e.g. first assembly of each term and through Form notices.
- 4.2 The lockdown procedure will be shared:
- with parents on the website
  - with staff on INSET days or through staff meetings/briefings
  - with students in assemblies and Form periods
- 4.3 SLT will review the procedure following a test of the system or an incident.

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## 5.0 LOCKDOWN PROCEDURE (SCHOOL)

- 5.1 If staff see something or someone behaving suspiciously, or this is passed on by a student, this must be reported immediately to the member of staff indicated below (in this order):
1. Ruth Lawler (238)
  2. Annabel Scott (222)
  3. Emma Robinson (241)
- 5.2 These contacts can be added into staff mobile phones as direct dial numbers using a comma/pause in the following way:
1. Ruth Lawler (01768772605, 238)
  2. Annabel Scott (01768772605, 222)
  3. Emma Robinson (01768772605, 241)
- 5.3 They will either contact the Headteacher (or in their absence a Deputy Headteacher) or will themselves make the decision that, based on the report provided, to implement the lockdown procedure.
- 5.4 In the event of a lockdown being implemented the Headteacher (or in their absence a Deputy Headteacher) will ensure that the emergency services are notified immediately.
- 5.5 When we undertake a lockdown practice we will preface all communication with 'THIS IS A DRILL' as we want to check our procedural systems and not cause alarm and concern amongst parents and carers.

### Stage 1: Alert

1. The fire alarm will be used to emit short continuous 'pips' rather than the usual continuous siren. **This will continue for as long as the perceived threat is active.** The lockdown alarm activator is close to the fire alarm panel (members of staff who know how to operate it are Paul Roberts, Ken Malvern, Ruth Lawler, Simon Jackson, Sally Brookes, Sal Pepper, Clare Hiddleston, Annabel Scott and Emma Robinson).
2. An air horn will be used to alert students who are outside on the hard courts and the school playing fields. This will be used by either:
  1. Angela Parkinson
  2. Pippa Goldthorp
3. A desktop notification will be sent to all staff PCs communicating that the school is in lockdown. This will be sent either by:
  1. Ruth Lawler
  2. Steven Waning
4. The desktop notification will request that staff turn off their overhead projector and then direct staff to a linked document for further information. This document includes a script that must be read to the students and a classroom guide regarding the procedures to follow.
5. The following text message will also be sent to all staff mobile phones notifying them that the school is in lockdown. This is to avoid staff inadvertently walking onto the school site.

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**"Keswick School is currently in lockdown. Please DO NOT come into school. Further updates will follow by email."**

This will be sent either by:

1. Kathryn Daly
  2. Annabel Scott
6. An email may then subsequently be sent to provide more information about the nature of the threat so that staff can take the appropriate action. This information **must not** be relayed to the students to avoid panic. This will be sent either by:
1. Simon Jackson
  2. Wendy Lightfoot
  3. Julie Railton
7. If a child is the cause of the lockdown, an email will be sent to staff with the image of the child.
8. The following text message will be sent to all parent/carers mobile phones:

**"Keswick School is currently in lockdown. Please DO NOT come into school. Further updates will follow by email."**

This will be sent either by:

1. Kathryn Daly
  2. Annabel Scott
9. Subsequent communication to parents and carers is set out in section 9 of this policy.
10. A notice stating that the school is in lockdown will be placed on the reception door windows to direct visitors off the school site.

## **Stage 2: Immediate Action**

1. If children are outside when the lockdown starts, they must all come into the building (classroom or other agreed location e.g. sports hall, Crosthwaite Centre, dining hall – this should be the nearest room).
2. Classroom doors should be locked, where possible. Where this is not possible they should be blocked by any means possible, dependent on the nature of the threat that has been communicated by email.
3. Windows locked, blinds drawn and lights switched off – staff must familiarise themselves with how to do this when working in a new room for the first time. Where the door to the room has a window, this should be covered (a piece of card with blue tac will be located close to each door for this purpose).
4. Students must be asked to sit quietly out of sight under their desk when the lockdown alarm sounds initially. The email sent to staff will then provide more information, including whether the students should remain sitting under their desk dependent on the nature of the threat.

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5. Students must be asked to **switch off** their mobile phones and place them on their desks. This is to try to ensure that students do not send messages on their phones. This will allow the school to send a clear message to parents about what is happening. Reception staff have been directed to not answer the main school phone lines during a lockdown.
6. External doors will be locked allowing fingerprint access only. This will be done by Steven Waning or Dominic Chetwode. If the lockdown is due to anyone who might have fingerprint access, this will be removed by Steven Waning or Dominic Chetwode. An emergency code will also be issued to the emergency services to give them access across the site.
7. Staff with radios must switch them off and maintain radio silence. Members of SLT will need to keep their radios switched on.

### **Stage 3: Await further instruction or 'all clear' message**

1. Staff and students must remain in lockdown until the audible alarm is stopped or they are advised by a senior member of staff, the emergency services or when the 'all clear' is given through the desktop notification service.
2. At any point during the lockdown, the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. **The move to an evacuation will be communicated by a continuous fire alarm.**
3. During lockdown, staff will keep lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay important communication.
4. During lockdown specified staff/site team will monitor movement around the building using the CCTV. SLT will be informed so that they can alert the emergency services.

## **6.0 LOCKDOWN PROCEDURE (BOARDING HOUSE)**

- 6.1 If staff or students see something or someone behaving suspiciously this needs to be reported immediately to a member of staff indicated below:
  1. Kimberly Tuckwell
  2. Ella Curzon
  3. Tina Cockbain (day) / duty staff (afternoon/evening)
- 6.2 The respective member of staff will then decide, based on the report given, to implement the lockdown procedure. Once the lockdown has been implemented this member of staff will ensure that the emergency services are notified immediately. They will then contact the Headteacher (or in their absence a Deputy Headteacher).
- 6.3 The three entrance points into Lairthwaite Boarding House (front door, back door and laundry door) are always locked. They can only be accessed through biometric fingerprints or a PIN.

### **Stage 1: Alert**

1. The fire alarm will be used to emit short 'pips' interspersed by one second gaps rather than the usual continuous siren. **This will continue for as long as the perceived threat is active.** The lockdown alarm activator is in the main office and all the boarding house staff have been shown how to use this.

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2. Verbal Alert will be given by staff to any students who are present to hear it. This will be - **Tidy Time! Go!**
3. A text message (using the REACH software) will be sent to all staff and student mobile phones notifying them that the boarding house is in lockdown. This will state - **LBH is currently in full lockdown.** This is to avoid staff inadvertently walking onto the boarding house site. Students who are due to return to LBH must go to Skiddaw Hotel, Main Street, Keswick and await further instructions.
4. The following text message will be sent to all parents/carers of boarding students:

11. The following text message will be sent to all parent/carer mobile phones:

Urgent: LBH is currently in lockdown. All pupils and staff are safe and secure within the building. Please DO NOT come to or try to contact the boarding house. Further updates will follow."

### **Stage 2: Immediate Action**

1. Boarding students/staff on the middle floor to go to the closest 'safe' room: Latrigg, Millbeck, Newbiggin and Kendal.
2. Boarding students/staff on top floor to go to the closest 'safe' room: Wasdale, Ambleside, Borrowdale, Castlerigg and Derwentwater.
3. Boarding students/staff in the Sixth Form Common room should go to the study room and close the curtains.
4. Anyone in sick bay must stay where they are and lock themselves into the bathroom with a pillow and duvet.
5. Boarding students should avoid, where possible, being in a room alone and, where possible, older boarders should join the younger boarders in their rooms.
6. Windows locked and blinds drawn on ground floor rooms.
7. Students sit quietly out of sight and switch their mobile phones to silent.

### **Stage 3: Await further instruction or all clear message**

1. Staff and students must remain in lockdown until the audible alarm is stopped or they are advised by a member of staff or the emergency services.
2. At any point during the lockdown, the situation may change and escalate resulting in the need for emergency evacuation procedures to be implemented. **The move to an evacuation will be communicated by a continuous fire alarm.**
3. During lockdown, staff will keep lines of communication open but not make unnecessary calls to senior management as this could delay more important communication.

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## 7.0 INTERNAL COMMUNICATION CHANNELS

- 7.1 Examples of discreet communication channels within school might be:
- Two-way radios for SLT
  - Desktop alerting notifications, overriding other screen content.
  - Internal email.
  - Text message.
- 7.2 The email communication to staff at the start of lockdown will provide more information about the nature of the threat as well.

Staff **MUST** read the following instructions to the students in the room:

**The school lockdown procedures have been activated. I cannot relay any more information (*unless a specific reason has been given here for the students*) but it is important we follow the lockdown procedure:**

- 1. Make sure your mobile phone is switched off and place it on your desk.**
  - 2. Please sit under your desk (*unless a different instruction is provided*).**
  - 3. I will lock all the doors and shut all the windows (*if a door does not lock please use tables/laptop trolley to put against the door*).**
  - 4. I will draw the blinds, cover the window in the door (*if possible*) and turn off lights.**
  - 5. Please sit in silence, follow my instructions and do not send any messages. The school will do this so that everyone receives the same information about what is happening.**
- 7.3 Following the end of a lockdown an email will be sent to staff to convey to the students in their care before they leave the room. This will contain the following information:

**Thank you for following my instructions during lockdown. The lockdown has now been lifted, and the alarm will stop shortly. The reason why lockdown procedures were activated is (*a reason will be provided so there is a consistent message*).**

**Please do not use your phones to send a message home as the school will communicate this to your parents. If you feel worried or upset about this, please speak to me before you leave the room.**

## 8.0 EMERGENCY SERVICES

- 8.1 SLT will contact emergency services through school mobile telephone numbers as main phone lines will not be in use.
- 8.2 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/boarding house may or may not be cordoned off by emergency services dependent upon the severity of the incident that has triggered the lockdown. Emergency services will support the decision of the Headteacher/Head of House with regards to the timing of communication to parents.

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- 8.3 In the event of a prolonged lockdown it may be appropriate to liaise with the emergency services to arrange a reception centre for family members outside the cordoned off area.

## 9.0 COMMUNICATION WITH PARENTS AND CARERS

- 9.1 In the event of a lockdown, the incident will be communicated to parents and carers as soon as possible. Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

### 9.2 Information to share with parents and carers:

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

- are reassured that the school 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 school/boarding house as this could tie up telephone lines that are needed for contacting the emergency services;
- do not come to the school/boarding house as they could interfere with access by the emergency services and may even put themselves and others in danger;
- wait for the school/boarding house to contact them. For day students this might include when it is safe to collect their children, and where this will be from. For boarding students this might include when it is safe for them to contact their children and via what mechanism.

- 9.2.2 Communications should reassure parents and carers that the school/boarding house understands the concern for their children's welfare and that the school/boarding house is doing everything possible to ensure their child's safety. However, it is also prudent to reinforce the message that during a lockdown, phones and entrances will not be staffed and nobody will be allowed in or out of the building.

- 9.2.3 Following the initial text message to parents, an email with more detail will be sent out:

#### **LOCKDOWN**

*Following unconfirmed reports of a potential risk to students and staff, the school has taken the early precaution of running our lockdown procedures.*

*All children are safe. The school building is locked, and all doors are closed.*

*Police have been informed and will keep us updated.*

*We ask that you do not collect your children. They are safe in the building.*

*Please do not call. We need to keep the lines free.*

*We will keep you updated as soon as we have more information.*

This will be sent either by:

1. Emma Robinson
2. Ruth Lawler

- 9.2.4 When lockdown is lifted the following text message will be sent to parents and staff:

**"The lockdown has now been lifted and the normal school day has resumed."**

This will be sent either by:

1. Kathryn Daly
2. Annabel Scott

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9.2.5 Following the lockdown is lifted text message, an additional email with more detail about why the lockdown was implemented will be sent out to parents. This will be the same as the information conveyed to students in paragraph 7.3. This will be sent either by:

1. Emma Robinson
2. Ruth Lawler

## 10.0 ALTERNATIVE LOCKDOWN SITUATIONS

### 10.1 Lockdown before the school starts:

- Staff should direct students into their **nearest** classroom.
- A member of staff should be appointed to drop-off zones to notify parents and students of the potential danger.
- After “all clear” has been announced, students should go to their first lesson to gain an accurate record of attendance.

### 10.2 Lockdown between lessons:

- Staff should direct students into **the nearest safe space**.
- Students should be directed to the **sports hall or Crosthwaite Centre** if out on the fields or hard courts, whichever is closest.
- After “all clear” has been announced, students should go to their next lesson to gain an accurate record of attendance.

### 10.3 Lockdown during afterschool activities:

- Activity leaders should record the names of students present.
- Students should be directed to the **sports hall or Crosthwaite Centre** if out on fields or hard courts.

### 10.4 During a public exam or pre-public exam:

- Invigilators will tell students to stop writing and await further instruction.
- Invigilators will ensure all doors are locked.

## 11.0 LOCKDOWN SITUATIONS WHEN AWAY FROM THE SCHOOL

11.1 The school will also plan for what would happen if a lockdown situation should arise when a group is off site, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country. The school will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency arose that was out of the control of the staff who are supervising the students on the trip. Appropriate guidance will be given to students prior to the trip and will be reinforced during the trip itself.

11.2 It is impossible to predict the circumstances where an emergency might arise in a way that specific planning can be undertaken. As a minimum it will be prudent to show students an emergency meeting point if the party gets separated and remind them to follow instructions from the emergency services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the children in their care. Students will be asked to disperse or hide if this will aid their safety.

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## KESWICK SCHOOL LOCKDOWN PROCEDURE

Lockdown Management and Control	
In the event of a lockdown event there is a clear responsibility ladder, the headteacher will co-ordinate all actions and decisions required until the emergency services arrive. In the event of the headteacher being injured during the emergency, the team's positions would cascade up the responsibility ladder.	
Nominated person	Responsibility
1. Ruth Lawler (238) 2. Annabel Scott (222) 3. Emma Robinson (241)	First point of contact
Headteacher	Primary lead, co-ordinate with emergency services
Deputy Headteachers	Secondary lead, liaise with emergency services
Assistant Headteachers	Support the Head and Deputies including communication support
Director of Finance & Operations/Heads PA/Site Team	Support as above plus CCTV monitoring
Network Manager	Secure access operation, issue desktop notifications
All other staff	Pupil control

SIGNALS	
Signal for lockdown	Continuous 'pips' of the fire alarm interspersed by one second gaps
Signal for all-clear	'Pips' cease, desktop alert 'all clear', email or verbal communication

COMMUNICATIONS	
Communication arrangements	<ul style="list-style-type: none"> <li>• <b>Internal phone system</b> – should only be used to alert to an incident, otherwise these lines should be kept clear</li> <li>• <b>Desktop alert</b> – for staff PCs</li> <li>• <b>Text message</b> – for communication with staff who can access their own devices</li> <li>• <b>Internal email</b></li> <li>• <b>Walkie talkies</b> – for communication between SLT</li> <li>• <b>School mobile phones</b> – used by designated staff as point of contact with the emergency services</li> </ul>

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# KESWICK SCHOOL LOCKDOWN PROCEDURE – CLASSROOM GUIDE

(Lockdown indicated by continuous short 'pips' from the fire alarm interspersed by one second gaps)

Step	Initial response
1	<p>Ensure all staff/students are inside the closest safe space. If the alert is activated:</p> <ul style="list-style-type: none"> <li>during a lesson – stay in your classroom.</li> <li>while you are in the sixth form centre – go to the top floor room.</li> <li>between lessons – go to the nearest safe space and stay there.</li> <li>while you are in the toilet – stay locked inside the cubicle.</li> <li>while you are in the dining hall or L60 – stay there.</li> <li>while you are in the Queen's Hall – go to the main dining room</li> <li>while you are outside – go to the sports hall via ground floor entrance or Crosthwaite Centre if closer. If it is unsafe to do so, find a safe place to hide out of view.</li> </ul>
2	Staff members who are not teaching at the start of lockdown should stay in their office or go to the nearest safe space.
3	<p>Secure all entrance points to the room:</p> <ul style="list-style-type: none"> <li>External, internal and fire doors.</li> <li>All windows and air vents (where relevant) especially in the case of fire or air pollution.</li> <li>Sixth form staff must ensure door to ground floor room is locked from within and door next to lockers is closed so the locking mechanism activates.</li> </ul>
4	<p>Ensure that staff members act to increase protection from further danger by:</p> <ul style="list-style-type: none"> <li>Block access points</li> <li>Sit everyone on the floor under tables initially until alternative instruction is provided</li> <li>Keep out of sight, draw blinds/curtains and cover door windows, if possible, to avoid detection</li> <li>Turn off lights and stay away from windows and doors</li> <li><b>Students must ensure that their mobile phones and electronic devices are turned off and placed face down on their desk</b></li> </ul>
5	Ensure that all students and staff members inside the room are aware of an exit point (where possible) in case an intruder manages to gain access, or the assembly room becomes unsafe.
6	Check for injured students and staff members in the room ( <b>only</b> if it is safe to do so).
7	Remain inside the room and await further instruction or the all clear signal has been given (either by the 'pips' being stopped, the Desktop Notification, email or verbally) or unless told to evacuate by the fire alarm sounding or instruction from the emergency services.
8	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site under guidance from the emergency services.

## 'STAY SAFE' PRINCIPLES - 'RUN - HIDE - TELL'

The National Police Chiefs Council (NPCC) has published simple guidelines on the principles of 'RUN - HIDE - TELL' to provide guidance should a weapons or terrorist attack occur...

**RUN** ...to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** ... it's better to hide than to confront. remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally - and only when it is safe to do so...

**TELL** ...the police by dialling 999

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## LAIRTHWAITE BOARDING HOUSE LOCKDOWN PROCEDURE

Lockdown Management and Control	
In the event of a lockdown there is a clear responsibility ladder, the Head of House will co-ordinate all actions and decisions required until the emergency services arrive. In the event of the Head of House being injured during the emergency, the team's positions would cascade up the responsibility ladder.	
Nominated person	Responsibility
Head of House	Primary lead, co-ordinate with emergency services
Deputy Head of House	Secondary lead, liaise with emergency services
House parents	Support the Head and Deputy including communication support
All other staff	Boarding student control

SIGNALS	
Signal for lockdown	<ol style="list-style-type: none"> <li>1. Verbal Alert - <b>Tidy Time! Go!</b></li> <li>2. Alarm Activated - continuous 'pips' of the fire alarm interspersed by one second gaps</li> <li>3. REACH text message - <b>LBH is currently in full lockdown</b></li> </ol>
Signal for all-clear	<ol style="list-style-type: none"> <li>1. Verbal Alert - <b>All Tidy!</b></li> <li>2. Alarm deactivated</li> <li>3. Reach text message - <b>LBH is no longer in lockdown</b></li> </ol>

COMMUNICATIONS	
Communication arrangements	<ul style="list-style-type: none"> <li>• <b>Internal phone system</b> – should only be used to alert to an incident, otherwise these lines should be kept clear</li> <li>• <b>REACH text message</b> – for communication with staff who can access their own devices</li> <li>• <b>Walkie talkies</b> – for communication between SLT</li> <li>• <b>School mobile phones</b> – used by designated staff as point of contact with the emergency services</li> </ul>

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# LAIRTHWAITE BOARDING HOUSE LOCKDOWN PROCEDURE

(Lockdown indicated by continuous short 'pips' from the fire alarm interspersed by one second gaps)

Step	Initial response
1	<p>Ensure all staff/boarding students are inside the closest safe space. If the alert is activated:</p> <ul style="list-style-type: none"> <li>while you are on the middle floor go to: Latrigg, Millbeck, Newbiggin and Kendal.</li> <li>while you are on the top floor go to: Wasdale, Ambleside, Borrowdale, Castlerigg and Derwentwater.</li> <li>while you are in the Sixth Form Common room go to the study room and close the curtains.</li> <li>while you are in sick bay lock yourself into the bathroom with a pillow and duvet.</li> <li>while you are in the dining hall or L60 – stay there.</li> <li>while you are outside but on the school site (hardcourts etc.) – go to the main Sixth Form entrance, access using the PIN code included on the text message and go to the top floor.</li> <li>while you are outside but not on the school site (in town etc.) – go to Skiddaw Hotel, Main Street, Keswick and await further instructions.</li> <li>Check for injured students/staff as you make your way to a safe space <b>only</b> if it is safe to do so.</li> </ul>
2	<p>The member of staff with responsibility in the boarding house will then immediately contact the emergency services from the boarding house office. If the intruder hasn't entered the building, other duty staff must ensure entrance points are locked and secure (e.g. doors, windows) so long as it is safe to do so. These staff should then go to the nearest safe space.</p>
3	<p>Secure all entrance points to the room:</p> <ul style="list-style-type: none"> <li>External, internal and fire doors.</li> <li>All windows and air vents (where relevant) especially in the case of fire or air pollution.</li> </ul>
4	<p>Boarding students/staff can act to increase protection from further danger by:</p> <ul style="list-style-type: none"> <li>Block access points (e.g. move furniture to obstruct doorways)</li> <li>Sit everyone on the floor or against the wall</li> <li>Keep out of sight and draw blinds/curtains to avoid detection</li> <li>Turn off lights and stay away from windows and doors</li> <li><b>Switch mobile phones to silent as these will be used for communication purposes</b></li> </ul>
5	<p>The Headteacher (or in their absence a Deputy Headteacher) and the site manager will be notified about the lockdown. The Skiddaw hotel will also be notified and a member of off-duty staff will be requested to meet any off-site boarding students at the hotel.</p>
6	<p>If lockdown becomes prolonged, boarding students/staff will receive the following REACH text message:  <b>LBH remains in Lockdown. It is very important you stay safe. Please ensure you continue to follow Lockdown procedure. We will update you as soon as we can. Thank you (name)</b></p>
7	<p>If an evacuation becomes necessary, this will be coordinated by the police. The following REACH text message will be sent to boarding students/staff:  <b>LBH remains in lockdown, however the police have decided to evacuate the building. Please remain calm and silent, you will receive further instruction shortly.</b></p>
8	<p>Boarding students/staff can be evacuated via Head of House flat from the middle and top floors via an external stairwell. This will only be carried out under the request of the emergency services.</p>
9	<p>Remain inside the safe space and await further instruction or until the all clear signal has been given (either by the 'pips' being stopped, by REACH text message or verbally). The following REACH text message will be sent to boarding students/staff:  <b>LBH is no longer in lockdown. Please contact us should you require assistance.</b></p>

## 'STAY SAFE' PRINCIPLES - 'RUN - HIDE - TELL'

**RUN** ...to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** ... it's better to hide than to confront. remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally - and only when it is safe to do so...

**TELL** ...the police by dialling 999

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## Lockdown Procedure Risk Assessment

**Assessment Completed By:** Simon Jackson / Wendy Lightfoot

**Review Date:** July 2028

### 1.0 PURPOSE OF RISK ASSESSMENT

- 1.1 To evaluate and prepare for emergency scenarios that require the school to enter lockdown, ensuring the safety and security of all students, staff, and visitors on site.

### 2.0 CONTEXT AND LEGAL FRAMEWORK

- **Martyn's Law** (The Terrorism (Protection of Premises) Bill) sets out forthcoming statutory duties for publicly accessible locations to undertake risk assessments and emergency preparedness, including lockdown procedures.
- This assessment is proactive and does **not** indicate a known or imminent threat.
- Supports Department for Education (DfE) guidance on **school emergency planning** and **protective security**.

### 3.0 IDENTIFIED HAZARDS AND POTENTIAL THREATS

Hazard/Threat	Who Might Be Harmed	Likelihood	Impact	Current Controls	Further Actions Needed
Intruder on site with intent to harm	Pupils, staff, visitors	Low	Severe	Secure perimeter, visitor management system, staff training, lockdown policy	Drill rehearsal, review response times, communication clarity
External threat (e.g. violence in nearby community)	Whole school	Low	Moderate to Severe	Community liaison, police alerts, rapid internal communication	Reinforce coordination with local authorities
Suspicious package or threat called to school	Whole school	Very Low	Severe	Evacuation and lockdown plans, staff training	Scenario simulation, communication protocol review
Terrorist attack (general preparedness)	Whole school	Very Low	Severe	Lockdown policy, Martyn's Law compliance, critical incident plan	Staff briefings, parent communication, signage improvements
Pupil or staff anxiety triggered by drill	Pupils, staff	Medium	Low to Moderate	Age-appropriate communications, mental health support	Pastoral support during/after drill, feedback collection

### 4.0 CONTROL MEASURES IN PLACE

- **Lockdown Policy:** Clear, step-by-step lockdown procedures documented and communicated.
- **Staff Training:** Annual safeguarding and lockdown protocol training for all staff.

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- **Communication Systems:** Internal IT system and radios used to issue alerts; clear instructions for lockdown status.
- **Physical Security:** Secure entry points, controlled access for visitors.
- **Student Briefing:** Age-appropriate guidance issued in advance to ensure understanding without causing undue alarm.
- **Collaboration with Emergency Services:** Regular contact with local police and emergency responders to review procedure and response time.
- **Post-Drill Debrief:** Review process for lessons learned and improvements.

## 5.0 MONITORING AND REVIEW

- Drill outcomes to be logged, timed, and evaluated.
- Staff and student feedback collected to improve communication and process.
- Annual review or earlier if new threats emerge or guidance changes.

## 6.0 CONCLUSION

- 6.1 The lockdown drill scheduled for the week beginning **7th July 2025** is a **preventive, proportionate, and responsible** measure, supporting Keswick School's duty of care and aligning with **emerging legal obligations under Martyn's Law**. While no specific threat has been identified, preparedness is essential to minimise potential harm in the unlikely event of an emergency.

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