



Founded 1548

Magdalen College School

Lockdown Procedures

Rationale

As part of our Health and Safety policies the school has a Lockdown procedure.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented by the headteacher or another member of the senior team when there is a serious risk to pupils and staff due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm or damage.

Notification of Lockdown

Staff will be notified lockdown procedures are to take place immediately on hearing the appropriate signal on the school bell. A whole staff email will be sent to all teaching staff with the subject title 'ATTENTION LOCKDOWN'

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Procedures:

1. At the given signal pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and pupils are positioned away from possible sightlines from external windows and doors. Lights and projectors are to be turned off. Student mobile phones to remain switched off.
2. Teachers will then access their email and follow instructions.
3. Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when the alarm is activated. Where possible the member of staff must contact reception via email to inform them on their location.
4. Staff should lock the school's offices, and all outside doors/windows where it is possible, in order to remain safe.
5. If the threat is an **intruder** on site (informed via email) draw curtains where possible and ask pupils to hide under desks. **ALL** staff mobile phones switched to silent. All pupils' mobile phones should remain switched **off** and out of sight.
6. Supply teachers should move pupils to the nearest classroom with an MCS member of staff in.
7. If you are unable to lock your door then barricade the door using tables and chairs.
8. Computer monitors should be turned to face a wall to enable staff to receive information.
9. If practicable staff should notify the front office by phone or email of any pupils not accounted for.
10. Staff should support pupils in keeping calm and quiet.
11. Staff should remain in lockdown positions until informed by key staff e.g. senior leadership team, chair of governors or office staff in person that there is an all clear.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff Roles:

1. Front office staff ensure that their office(s) are locked and emergency services called if necessary.
2. Senior staff or site staff to lock the school's external doors and entrances where possible.
3. Individual teachers and LSAs to lock or close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked, where possible.

Communication with parents

- When appropriate parents will be notified as soon as it is practical to do so via the email system or text message.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their pupils from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home following any serious incident to inform parents of the context of the lockdown and to encourage parent to reinforce with their pupils the importance of following procedures in these very rare circumstances.

Lockdown drills

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed annually as a part of Critical Incidents Policy and Health and Safety policy.