

**Lock Down Policy for David Game College 2022-2023**

*This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.*

**Scope:** All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Co-Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: March 2022

Next Review: March 2023

Signed

David Game  
Co-Principal and Founder

John Dalton  
Co-Principal

This policy covers the process and procedures that are required to lockdown David Game College as a result of an internal or external critical incident that could pose a serious threat to students and staff. All procedures should invoke the precautionary principle, but also be proportionate and sensible in terms of the threat.

Examples of what might initiate a lockdown include:

- Any form of terrorist activity near the College or involving the College e.g. a gun or knife attack
- The release of toxic fumes near the College
- An intruder onsite who seems intent on harming others or who is overly aggressive
- A reported civil disturbance or critical incident in the local community, which has the potential to pose a risk to students and staff

Lockdown procedures are now more prominent and relevant given terrorist atrocities in Europe and the ever present threat from those who may be severely psychologically ill or hold extreme views and want to harm people within a school/college. But threats also emanate from gang activity, out of control dangerous dogs, and a wide range of other possibilities. Whatever the threat, the College and its staff must protect their students first and foremost, as well as other staff and members of the public inside the College.

This policy will detail:

1. Which staff are responsible for initiating and implementing lockdown procedures

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2. What needs to be done to secure lockdown
3. How the alarm will be raised and how internal communications will operate
4. How recovery should occur after all clear is given

**Procedure:**

- When a critical incident occurs or could occur, key staff (named as Marshalls) has responsibility for communicating to other staff and students that a lockdown procedure is to be initiated.
- The activation sound for a lockdown procedure will be a specific bell or loud persistent noise other than the fire alarm e.g. loud whistle
- All outside activity (e.g. students taking photographs outside of the college) should cease immediately and students/staff return to the building
- All staff and students should remain in their classrooms – and depending on circumstances the doors to classrooms locked or if this is not possible, blocked
- All students and staff should lie under tables and ensure that they not clearly visible
- All external doors will be locked (risk is considered for fire exits); all doors are internally fitted with locks
- Staff must show leadership and ensure that students stay calm
- The lockdown Marshalls will telephone the emergency services on 999 or the City Police
- Once in lockdown mode, staff should try and account for all students and report (if possible) any missing students
- In the event of a bomb threat be given, students will be locked down or asked to leave at the back of the college, depending on the reported site of the suspected device. Lockdown key information should be displayed in every classroom – so students understand what to expect and have some familiarity with basic procedures. It is recognised that two levels of lockdown can be initiated: partial and full lockdown.

**Partial lockdown**

This would involve securing the **main doors** to the building and not allowing anyone to enter or leave until the all clear is given. In this case, classrooms would not need to be locked and students could have free movement inside of the college, but restricted. Awareness of the risk to fire safety must be fully considered.

**Full lockdown**

This is an extreme and unlikely scenario, but would involve:

- Shutting and securing all external doors
- Locking students and staff into their classrooms or where this is not practically possible, doors must be blocked to prevent entry
- Preventing the free movement of students around the college
- Ensuring that all means of escape and entry are closed, including windows

**Communications during lockdown (Marshalls)**

The lead people in any lockdown would involve key people, or Marshalls: The security guard – John Eddings

The Vice Principals - John Dalton & Rachel Sherman

The Head of A levels and GCSE - Nedaa Belal & Julia Cushnir

In their absence, other key people would include any other member of the leadership or anyone who holds a management, administrative or teaching responsibility in the building. What is critical is not waiting for someone to give an order, but for all adults to recognise a critical situation and initiate the lockdown process so that others may follow. It is always better to over react than under react.

A lockdown team at the college consists of:

- Abdul Teklies
- John Dalton
- Nedaa Belal

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- Terry Kwok
- Funda Kavi
- Mansour Kaveh
- Remi Ferguson

For the above to all, all staff should be aware of the lockdown policy and ensure that they help enact it in a calm, efficient manner. Training and lock down drills must be practiced as least once a year.

**Lines of communications during a lockdown:**

1. The threat is understood, reported, manifest or has potential to manifest
2. Brief clarity is sought on the nature and extent of the threat – but better to initiate on a false alarm than to under react to an unknown threat.
3. The lockdown team members call emergency services and initiate lockdown
4. Depending on the extent and nature of the threat, a decision will be made for partial or full lockdown
5. Irrespective of the above, all lockdowns will involve the external doors being locked and no students being allowed in or out
6. In the event of a full lockdown, the lockdown team should ensure that doors are shut and windows closed; they should also initiate (in a full lockdown) the locking of corridors and classrooms
7. Communication between staff would be via text (for silence) or mobile phones

**It is understood that all staff and students would be told to silence their mobiles in the unlikely event of a direct physical terrorist assault.**

It is noted and understood that lockdown poses a fire risk and threat to H&S procedures. It is deemed, however, necessary to discount these risk for a short period of time during a critical incident on the basis that the balance of risks are in favour of securing people safe inside the building until such time it is considered safe to reverse the state.

**Recovery**

Only one of the senior management team can give the all clear notice to staff – who then must communicate this to their students. Staff cannot just assume that after a period of inactivity it is safe to reverse the procedures. In most instances, any all clear will be communicated by the emergency services personnel. All students must be accounted for and any missing or unaccounted for identified and their whereabouts clarified. Recovery will essentially involve the reverse of the lockdown procedure and the return to full operations and the free flow of students and staff throughout and into/out of the building.

John Dalton TBR: March 2023