



**URSULINE HIGH SCHOOL**  
**Wimbledon**

# **Lockdown procedure**

**September 2024**

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Ursuline High School (UHS) policies and procedures relate to its operation, staff, facilities, Health & Safety, risk management and services provided.

UHS strive to ensure equality of opportunity for all. This policy forms part of UHS commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice to ensure fairness and consistency for all those covered by it regardless of their individual differences and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

Policy title:	Lockdown.
For use by:	All staff.
To be read with:	Critical Incident Plan Fire Policy
Review date:	Sep 2024
Document owner:	Alison Silke (Business Manager)
Distribution:	UHS Staff Online System

### **Ursuline Ethos/Mission Statement.**

#### **As an Ursuline School we aim:**

- To build a caring and supportive Christian community where each individual is able to grow in their understanding of the faith and their commitment to Christ.
- To set standards of excellence in teaching and learning and to provide a broad, balanced and relevant curriculum.
- To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.
- To foster an attitude of respect for all regardless of age, race, colour, creed or gender.
- To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.
- To widen horizons, to encourage a sense of commitment and service to the wider world, and to enable each one to go on learning and changing all through life.

## Policy Statement

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 students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

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

- The close proximity of a dangerous dog or animal.
- A reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school.
- An intruder on the school site with the potential to pose a risk to staff and students.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- Dangerous and or armed members of the public trying to evade the police.

### Lockdown Arrangements

Lockdown arrangements should be determined on an individual basis, as they will be dependent to a large extent on local circumstances. Only the Emergency Services, the Headteacher or their nominated representative can authorise any Lockdown situation.

Once all staff and students are safely inside, SLT will conduct an ongoing and dynamic risk assessment\* based on advice from the Emergency Services and inform the Emergency Planning Team within Merton Council (020 8545 3476 / 07534 896 645).

A lockdown may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

\*A dynamic risk assessment - ***Is the term used to describe the day-to-day judgments. Dynamic Risk Assessments cannot be written down because they are about making specific judgments in a certain situation. They are routinely used in the emergency services.***

## 1. LOCKDOWN PROCEDURE

A lockdown signifies an immediate threat to UHS. The aim of a lockdown is for the school and its rooms to appear empty. Staff and students remain in the school building and all doors leading outside will be locked by the Site Team. No one should be allowed to enter or leave the buildings.

SLT staff are nominated to specific tasks in a Lockdown situation in line with the School Critical Incident policy.

### Classroom & Student Lockdown

- The Lockdown signal is **5 rings of the bell – 1 second on, 1 second off repeated five times.**
- All outside activity ceases immediately - If you are outside with your class, return to your classroom in an orderly manner via the nearest door.
- During break or lunchtime, all staff and midday supervisors on duty should direct students outside to return to their tutor rooms via the nearest external door. A member of staff should remain by each of the external doors until all students and staff have entered, after which they should return to their tutor rooms or office.
- If a lockdown situation occurs before school, students and staff should go to their tutor rooms.
- Students and staff should stay in their classroom or if this room is not lockable then quickly move to the nearest lockable classroom.
- In each case when locking the door to your classroom, do not lock out any staff or students you can see in the area coming towards you, but remain by the door to lock it once everyone is in
- Close all the windows, draw the curtains or lower the blinds. If it is possible to do so, cover any internal windows or glass door panels
- Seat students away from windows and they should remain silent.
- If you do receive this instruction, students and staff sit quietly on the floor, preferably under tables, in silence, out of sight and where possible in a location that would protect you from debris or gunfire.
- It is important that all staff encourage students to stay calm, reassure them and remind them to follow your instructions
- Students must not be released to parents during a lockdown
- Once in lockdown mode, staff should notify the Headteachers office of any students not accounted for and any additional students and staff in their classroom via the email system lockdown@uhsw.com, SLT or a member of the emergency services.
- Lights, smartboards and general computer monitors should be turned off, leaving only the teachers' computer on.
- Retrieve your phone and set it to silent. No student should use their mobile phone unless explicitly instructed to do so by the school.
- Log in to your school email account and check frequently for updates and further instructions either by email, SLT or a member of the emergency services.

- Do not make barricades
- Students or staff with different needs such as hearing or visual impairment or mobility needs should be managed in their usual manner
- Staff and students remain in lock down until it has been lifted by a member of the SLT or the emergency services
- The usual **End of Lesson bell** will mark the end of the lockdown and this will also be confirmed by email
- The Site Team and the emergency services will also check all areas have stood down.

#### MAIN DOORS – BLOCKS

Block	Location	Type	By
<b>BRESCIA</b> * Key safe located in DT office	Main Door	Thumb Turn	<b>SEN Administrator</b>
	Side Door to Car Park	Key *	<b>DT Technician/Dept</b>
	Side Door to St Ursula		
<b>ST URSULA</b>	Main Doors x 2	Thumb Turn	<b>U1 &amp; U2 Staff</b>
<b>ST GEORGES</b>	Main Double Door	Thumb Turn	<b>G1 Staff/Head of Faculty</b>
	Side Door		<b>G2 Staff/Head of Faculty</b>
<b>DK</b>	Front Door - Downs	Thumb Turn	<b>Business Manager</b>
	Front Door - School		
<b>USFC</b>	Main Double Door	Thumb Turn	<b>Cover Supervisor</b>
<b>PASTORAL</b>	Main Double Door	Thumb Turn	<b>Staff on Duty</b>
<b>SPORTS HALL</b> * Held by staff in office	Main Double Door	Key *	<b>PE Staff</b>
<b>ST ANGELAS</b>	Main Front Door	Thumb Turn	<b>Arts Technician</b>
	Side Door		

#### MAIN DOORS - SCHOOL

Location	Type	By
Staff Entrance	Key	Headteacher PAs
Dining Hall to Crescent Lane	Key	Site Team
Chapel to New Flats		
V Block to Brescia Quad	Key	Site Team
V Block to DK		
Old Gym to Brescia Quad		
Main Front Doors to Crescent Road	Thumb Turn	Student Services Team

#### Additional action and information:

- The Headteacher will liaise with any staff at Morley Park or on their way to school from Morley Park to instruct them to return with all students to the Pavilion
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off by the Site Team
- Technicians should close any air vents in their locality
- If specifically instructed to do so, staff should use anything to hand to seal up all the cracks around doors and any vents into the room to minimise possible ingress of pollutants
- At any point during the lockdown, the fire alarm may sound to evacuate the building. Should this occur then all staff should follow the usual fire evacuation procedure
- In the event of an evacuation, the Headteacher and SLT will instruct staff to proceed to one of the external muster points: Morley Park, Sacred Heart Church or Wimbledon Common
- An overview sheet outlining the school's procedures will be displayed in the classrooms

#### Other Staff Lockdown

##### **SLT**

SLT should go to the SLT meeting point – The Headteachers office, liaise with the Emergency Services, allocate duties and record actions

##### **Site Team**

The site team should go to the SLT meeting point – The Headteachers office and await instruction from the SLT. After instruction, the Site Team will:

- Lock the Main Gates on Crescent Road and The Downs by taking them off the automatic timers (it is technically challenging to deactivate the timers on Crescent Road gate)
- Padlock the side gates
- Padlock the rear alley / headteachers area entrance
- Lock the Main Hall
- Lock the Front foyer
- Lock St Angela's, Ursula, St Georges, DK, Sixth Form and Katheine Johnson.

Other duties are likely to include:

- Sounding the bell, and then turning these off if instructed to do so
- Meeting the emergency services
- Locking off lifts
- Shutting down air handling systems
- Closing automatic timed doors

### **IT Staff**

Key IT staff (as determined by ID3) should go to the SLT meeting point – The Headteacher's office and await instruction from the SLT. Other ID3 staff should lock themselves into the Laptop Office

### **Other Staff Lockdown Actions**

For staff in other locations, the following action should be taken. Staff should then follow the procedure in 'Classroom & Student Lockdown' above.

- Staff in the Staff Room should make their way to M1 or M2 or the PAs office
- Technicians should join the adjacent Class
- PE staff should lock the Sports Hall from the inside
- Student Services should lower the shutter and lock all their doors bringing any student into their office from the Isolation Room or Medical Room
- Kitchen staff should lower the shutter and lock all their doors
- Peripatetic staff should make their way to the nearest lockable classroom if they cannot lock their own room
- Finance staff should lock the main DK door and lower the shutters
- Midday Supervisors should go to the nearest classroom
- Visitors and volunteers are included in the lockdown procedure and not allowed to leave the school. They should remain with the member of staff they are visiting and move to the nearest lockable room

## **2. COMMUNICATION BETWEEN PARENTS AND THE SCHOOL**

Arrangements for communicating with parents in the event of a lockdown will be shared via the school website.

In the event of an actual lockdown, it is imperative that the parents are contacted as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety. This communication will be undertaken by the IT Department, having consulted the Headteacher. The message will state that *'Ursuline High school is in a full lockdown situation', during this period the switchboard and entrances may be un-manned, external doors locked and nobody is allowed in or out'*. The Headteacher will then determine all changes and updates to this.

Parents 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 her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider's access to the school and may even put themselves and others in danger.
- Wait for the school to contact them about when it is safe to collect their children, and where this will be from.
- Are aware of what will happen if the lockdown continues beyond school hours.

Should parents arrive at the school during a lockdown under no circumstances should members of staff leave the building to communicate directly with them.

## **3. EMERGENCY SERVICES**

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 Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside the cordoned area.



**Useful contact numbers:**

Emergency Planning within Merton Council:

London Borough of Merton: 020 8274 4901

Emergency Planning: 020 8545 3476 / 07534 896 645

Head of Corporate services: 07534 896634

07534 260901

Safety Services: 020 8545 3384

The department for education has published more information in planning against security related risks and incidents. Please see link below:

[School and college security guidance](#)

## APPENDIX A

### **Martyn's Law**

- The Bill was introduced to parliament in September 2024
- Schools are exempt from the scope of 'qualifying events' however must have in place a procedure for Evacuation, Lockdown and Communication.

### **Stay Safe NaCTSO guidelines.**

Some of the 'Stay Safe' principles (Run Hide Tell) are relevant in the school environment.

- Be aware of your exits.
- Be quiet, silence your phone.
- Move away from the door.

#### **Tell:**

- What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages.

#### **Armed Police Response:**

- Follow officers' instructions.
- Remain calm.
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

#### **Officers may:**

- Point guns at you.
- Treat you firmly.
- Question you.
- Shout at you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

#### **You must STAY SAFE**

- Know the UHS policies and procedures.

Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

