



Lockdown Policy and Procedure

Baleares International College Sa Porrassa believes that the safety and welfare of the children and staff in our setting is of paramount importance. The key elements of this policy are prevention, protection and support. We make every effort to keep our setting safe and secure. Emergency threats can come in different forms and include, but are not limited to:

- uninvited people trying to gain access to the school
- dangerous events/activity in the local area
- people behaving suspiciously in the local area
- threatening phone calls

The aim of this policy is to inform practitioners and parents/carers of potential threats and the procedures to take in the event of an emergency that requires immediate lockdown. All staff must be aware that it is their priority to maintain the safety of any children in their care, as well as their own safety. The following procedures relate to the actions required to be taken at Baleares International College Sa Porrassa in the event that the school needs to protect its pupils and staff from an emergency threat.

Procedures

The member of staff who raises an alert must immediately inform the Principal, or in her absence another member of SLT, and will then be instructed to call the police and any additional emergency services which may be required:

- The number for the Police response is: 112
- The SLT will maintain communication via the 'BIC SLT' WhatsApp group at all times. (Mobile telephones must be placed in silent mode).

*In the case where an **immediate threat** has been identified, steps are taken to ensure all children and staff are moved to a safe and contained area of the school and the procedure is as follows:*

1. **A whistle will be blown repeatedly for up to one minute**, which will indicate a threat and the lockdown procedure should be initiated.
2. As staff members hear the whistle, **others should join in** to ensure the sound can be heard across the school.
3. Pupils or staff in the sports hall or communal spaces (corridors etc) **should move to the closest room**. Everyone else in a room is to stay where they are.
4. Those **outside** should move to the closest available secure room.
5. All adults are to quickly **look outside the room** to direct any students or staff members in the corridor or open area into their room immediately.
6. If teachers and students are in the **bathrooms**, they should move to a stall, lock it and stand on the toilet.
7. Staff should place students **against the wall or under tables** with chairs tucked in as much as possible - get as low to the ground as possible so that the intruder cannot see



them looking in the door. If in a room with a large window, efforts should be made to move tables / cupboards / bookshelves for individuals to hide behind.

8. Keep pupils as quiet as possible.

9. Where possible, **lock the doors and turn off the lights.** If there is no lock, move a table or cupboard to cover the doorway.

10. All children and staff are to stay in these positions until further notice.

It is the responsibility of the following staff members to lockdown the external entrances to the school building:

- Front and rear entrance doors into the school reception - Receptionist.
- Front entrance gate - Maintenance team
- Exterior door near the kitchen - Maintenance team
- Exterior doors either side of G10, G11 and G12 - Maintenance team
- Basement exterior doors - Maintenance team
- Exterior door to the second floor stairs - Secondary SLT.

Administration, maintenance and cleaning staff to go into the **nearest lockable room or remain in their offices.**

End of Lockdown

Having followed the above procedures, all staff and pupils should stay in safe areas until directed otherwise by further directives by police or a member of the SLT.

Never open doors during a lockdown, even in the event of a fire alarm, or attending to what might be considered a child / colleague asking for help.

The words '**lockdown over**' followed by the **numerical date (of that day), backwards e.g. 2022, October, 10** will indicate the end of a lockdown. **Members of the SLT will conduct a door to door confirmation of this announcement.**

At the end of a lockdown procedure, staff and pupils should remain where they are. A register for pupils will be taken and a check made of staff. If all students and associated adults for that classroom/room **are accounted for**, a short message should be placed on On Call, as should the names of **any missing staff or students**. SLT members patrolling the building will ensure everyone is safe and accounted for, and attend to anyone needing assistance.

If an evacuation occurs, all persons/classrooms will be directed by police or a member of the SLT to a safe location, **following normal evacuation procedures.**

In the event that a threat happens **during lunch or break time**, the following procedure will still be adhered to, although children will be taken to/are to go to the closest classroom or secure room such as bathrooms, staff room or offices.



Baleares International College
Sa Porrassa
an Orbital Education School



The Principal and Orbital Education will monitor the operation and effectiveness of this policy.

This policy will be reviewed every three years by the Principal.

Date when the policy was last reviewed and approved: October 2021

Date when the next review is due: October 2024