



AZBUKA Russian-English Bilingual school

Lock Down Procedures

Agreed by: AZBUKA Governors Committee

Date: September 2024/April 2025 (updates)

Review Cycle: One/Three years

Review Date: September 2026

All the Azbuka School policies should be read in conjunction with the Equality Policy.

Lock Down Procedures

Introduction:

As part of our security policies and procedures Azbuka has established Lock Down Procedures which are to be followed when a serious security risk emerges. 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 when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

In January 2016, NaCTSO (National Counter Terrorism Security Office) provided the following structure for leaders of schools and other educational establishments for reviewing protective security:

- How to achieve effective full or partial lockdown
- How to let people know what's happening
- Training staff
- STAY SAFE principles.

How we will achieve effective full or partial lockdown:

External Event – such as wild dogs, chemical spill, extreme weather event etc

1. A decision to enter into lock down procedures will be taken by the Head Teacher/Deputy Head Teacher (Nursery) or Governor.
2. HT/DHT/GVNR will shout 'Lockdown' and sound a fog horn.
3. If not already within a building, children will be ushered into a school building as quickly as possible and into the nearest room, which may not be their own classroom.
4. Head teacher/Nursery Manager/Premises/office staff will lock the external doors of the Studland Hall; the main door of the AZBUKA School; and the outer doors of Studland Street.
5. All staff will shut and lock all windows.
6. All classroom doors and office doors will be closed and locked by those within. Doors should be barricaded with chairs and tables from within.
7. Class teachers will ensure that children are kept away from doors and windows, remain calm and occupied.
8. Staff will communicate during lock-down ONLY if necessary, via Azbuka WhatsApp group, email and /or text.
9. HT/DHT/GVNR will call the police and follow their instructions.
10. Once police have given HT/DHT/GVNR the all-clear, they will give an all-clear signal to everyone: a fog horn and then call 'all clear' to each classroom.
11. Class teachers will ensure that every child is accounted for – the office will be informed immediately of any children not accounted for.

NO-ONE WILL MOVE ABOUT THE SCHOOL

**INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING
LOCKDOWN**

Internal Event (ground floor) – such as intruder etc

1. Whoever encounters the event will shout 'Lockdown' and attempt to shut the main school door downstairs and rush upstairs while closing all internal doors to warn the other members of staff and children. Whoever is near the office will sound a fog horn.
2. Children will be ushered into the nearest room, which may not be their own classroom.
3. All staff will shut and lock all windows.
4. All classroom doors and office doors will be closed and locked by those within. Doors must be barricaded with chairs and tables from within.
5. Class teachers will ensure that children are kept away from doors and windows, remain calm and occupied.
6. Staff will communicate during lock-down ONLY if necessary, via Azbuka WhatsApp group/text.
7. HT/DHTs/GVNR will call the police and follow their instructions.
8. Once police have given HT/DHT/GVNR the all-clear, they will give an all-clear signal to everyone: a fog horn and call 'all clear' to each classroom.
9. Class teachers will ensure that every child is accounted for – the office will be informed immediately of any children not accounted for.

Internal Event (1st floor/main school hall, space) – such as intruder etc

10. Whoever encounters the event will shout 'Lockdown'/'Run away' from the intruder to the safe classrooms. Children will be ushered into the nearest safe room, which may not be their own classroom.
11. All staff will shut and lock all windows.
12. All classroom doors and office doors will be closed and locked by those within (including staff room and adult toilets.) Doors must be barricaded with chairs and tables from within.
13. HT/DHTs/GVNR will call the police and follow their instructions.
14. Class teachers will ensure that children are kept away from doors and windows, remain calm and occupied.
15. Staff will communicate during lock-down ONLY if necessary, via Azbuka WhatsApp group/text
16. Class teachers will ensure that every child is accounted for – the office will be informed immediately of any children not accounted for.
17. Once police have given HT/DHT/GVNR the all-clear, they will give an all-clear signal to everyone: a fog horn and then call 'all clear' to each classroom.

How we will let people know what is happening:

1. HT/DHT/GVNR will call emergency services, if necessary, once a lock down signal has been given and the office door is locked.
2. Office staff will remain in contact with other adults in the school via Azbuka WhatsApp group/email OR text if necessary.
3. Parents will be informed HT/DHT/GVNR that school is in Lockdown via SMS and email.
4. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk – emergency services will decide.
5. Pupils will not be released to parents during a lockdown.
6. Parents will be asked not to call school as this may tie up emergency lines.
7. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

8. A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

How we will train staff in these procedures:

1. Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. The parents are notified prior to Lock down practice about the policy and procedures, so they can speak to the children before if needed. The pre-school teachers might use special word/routine during training and practice to indicate danger while minimising fear and distress among very young children.
2. Monitoring of practices will take place and be debriefed to staff afterwards so improvements can be made.

STAY SAFE Principles:

NaCTSO has issued these 'Stay Safe' principles (Run Hide Tell) when a fire arms or weapons attack is imminent.

Full guidance is contained on the NaCTSO website
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

1. RUN
Escape if you can; consider the safest options.
Is there a safe route?
2. HIDE
Can you get there without exposing yourself to greater danger?
Insist others leave with you; Leave belongings behind.
3. If you can't RUN, HIDE.
Find cover from gunfire.
If you can see the attacker, they may be able to see you.
Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
Be aware of your exits; Try not to get trapped.
Be quiet, silence your phone.
Lock / barricade yourself in then move away from the door.
4. TELL - Call 999 - 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 etc.
Stop other people entering the building if it is safe to do so

Monitoring and Review

These procedures are monitored by the AZBUKa Governing Body, and will be reviewed every three years or, or more frequently if updated guidance is issued by Security Services. These procedures form part of our Emergency Fire and Evacuation Plan.

Date of Policy: September 2022/April 2025 (updates)

Date to be reviewed: September 2026