

Lockdown and

Shelter In Policy

**Contents**

|  |  |
| --- | --- |
| **Introduction** | **Page 3** |
| **Procedure** | **Page 4** |
| **Shelter In** | **Page 4** |
| **Lockdown** | **Page 5** |
| **Parents and Visitors** | **Page 6** |
| **Support, Security and FM Staff** | **Page 6** |
| **Admin Staff** | **Page 6** |
| **Communications** | **Page 6** |
| **Follow Up** | **Page 7** |
| **Our Details** | **Page 7** |
| **Key Outside Emergency Contacts** | **Page 8** |

**Introduction**

This *Lockdown and Shelter In Policy* covers the actions to be taken should it be necessary to trigger a ***Lockdown*** or a ***Shelter In*** *(sometimes known as Invacuation)* in one or more of the schools in the Sherborne Qatar family of schools. This policy will be reviewed annually and updated as necessary.

There are important differences between *Lockdown* and *Shelter In*. ***Shelter In*** arrangements would be invoked in circumstances in which staff and pupils need to be kept in safety but for which evacuation or complete lockdown is not necessary or appropriate. Examples might be:

* If the air is polluted by a dust or sand storm
* A dangerous animal is in the school grounds.

If a dust storm has been forecast it would better to take a decision in advance of outdoor breaks. This will avoid the need for a *Shelter In* announcement and so avoid potential panic.

***Lockdown*** should only be used in more extreme circumstances when staff and pupils need to be locked within buildings for their own safety because of a serious and current threat: for example, if there is a hostile intruder, a terrorist attack or other criminal activity. In this instance staff and pupils would need to proceed to a secure location within the buildings.

It will be very much the exception that the building is evacuated in the event of a hostile intruder. Unless the location of the intruder is known a ‘blind’ evacuation may put people in more danger than if they had remained in the building.

Parents should be advised that a *Shelter In* and *Lockdown* Policy exists and why but the details should not be shared.

*Shelter In* and *Lockdown* procedures should be practised at least once each academic year and should be reviewed to determine if any updates are required. It would be prudent to inform parents ahead of these practises.

New staff induction must include familiarisation with this policy.

**Procedure**

The alarm will be raised by the Head of the school affected, using the words, **‘Shelter In, Shelter In’** or **‘Lockdown, Lockdown’**. The Head’s decision for which to use will be based on information received. An immediate confirmation message should be sent to staff and SLT will tour the buildings **continuously blowing whistles for 2 minutes**. (See Communications below.)

On hearing this announcement, all staff and pupils must react quickly and calmly, maintaining silence until told otherwise.

The CEO **MUST** be informed immediately that Shelter In or Lockdown procedures have been triggered and he will decide whether to trigger *The Emergency and Critical Incident Plan*.

The Head of the site affected must inform and actively liaise with the relevant emergency services. Emergency services should be provided with site plans on arrival.

**Shelter In**

* Pupils remain in their form rooms when *Shelter In* is announced.
* Pupils in ICT, PE, Art, Music, Drama, Library, Learning Support or in the Nurse’s Room become the responsibility of the teacher in charge of that activity who will institute the same procedure. Let the relevant Form Teacher know that you have the pupils. Form Teachers must alert SLT to any pupils who are unaccounted for.
* If a pupil is in the toilets, they are to make their way, **immediately**, to their form room.
* If pupils are outside for Break or Lunch they must **immediately** return indoors. Duty staff should usher the children inside as quickly as possible but also ensure that there is no running. They should then do a sweep of the grounds to ensure that no children are outside.
* Pupils who are in the Dining Room must return to their form rooms when they have finished their meal.
* SLT are to check that all pupils are in form or specialist rooms.
* Teachers are to reassure the pupils and continue with normal lessons.
* All staff and pupils to remain in their area until the all-clear is given.
* If the Shelter In is because of a dust storm ensure that all windows and external doors are closed.
* Once the threat has been addressed and clearance received the all-clear will be announced by the Head or delegated authority with the words **“All clear, all clear”**

**Lockdown**

* Pupils remain in their form rooms when *Lockdown* is announced.
* Pupils in ICT, PE, Art, Music, Drama, Library, Learning Support or in the Nurse’s Room become the responsibility of the teacher in charge of that activity who will institute the same procedure. Let the relevant Form Teacher know that you have the pupils. Form Teachers must alert SLT to any pupils who are unaccounted for.
* If a pupil is in the toilets, they are to make their way, **immediately**, to their form room.
* If pupils are outside for Break or Lunch they must **immediately** return indoors. Duty staff should usher the children inside as quickly as possible but also ensure that there is no running. They should then do a sweep of the grounds to ensure that no children are outside.
* Pupils who are in the Dining Room must **immediately** return to their form rooms.
* Once all pupils are accounted for, classroom door to be bolted down
* All blinds to be drawn
* All pupils and adults to make themselves unseen by taking shelter under desks or in the walk-in cupboards if available.
* SLT are to check that all pupils are in form or specialist rooms and check that external doors are shut.
* Having evaluated the nature of the situation the Head must decide if the staff and pupils would be safer together in the Sports Hall.
* Security team to lock any outside doors which can be opened from the outside
* All to remain silent and, as far as possible, out of sight.
* Turn off the lights, computer monitors and digital boards.
* All staff and pupils to remain in the secured area, unseen until the all-clear is given.
* Once the threat has been addressed and clearance received from any emergency services who are on site the all-clear will be announced by the Head or delegated authority with the words ‘All clear, all clear.’
* If a group is out on a trip the trip leader must be contacted and told **NOT** to return until the lockdown has been lifted. The trip venue should be asked if the pupils can remain until there is further advice. Parents should be informed that they can collect their children from the trip venue.

All staff are to remain out of sight as far as is practical. Staff who are with children should:

* remain calm,
* reassure them,
* remind them to follow your instructions.

**Parents and Visitors**

If there is a full Lockdown all visitors are to take immediate shelter in the area they are visiting, under the guidance of the staff member who is hosting them. During a full Lockdown no one is to leave the building without permission.

**Support, Security and FM Staff**

Messages will be directed by the Head to the Security and Premises staff via WhatsApp.

All gates to be manned, **but NOT opened** until instructed by the Head, in liaison with the relevant emergency services.

**Admin Staff**

All Bursarial and support staff are to report to the Head’s Office, for further information and instructions.

**THIS SHELTER-IN / LOCKDOWN IS TO BE ENACTED AS SILENTLY AND AS QUICKLY AS POSSIBLE**

**Communications**

During a *Lockdown* **all phones should be switched to silent** and, wherever possible, staff should use silent communications (e.g. WhatsApp and iSAMS Bulletin module) and keep noise to a minimum. Cascade information: Head to SLT, SLT to HoYs and HoDs, HoYs and HoDs to their teams.

Parents must be informed, as soon as is practicable, if a *Lockdown* is declared. Parents should be asked:

* not to telephone the school because this will block the lines and hinder communication with the emergency services,
* not to go to the school themselves because they might get in the way of the emergency services and perhaps put themselves and others in danger,
* to wait for the school to contact them to say that it is safe to collect their child. Point out that no one will be allowed in or out until the emergency services think that it is safe to do so.

Parents will naturally be concerned but regular communication and furnishing them with accurate information will help to minimize anxiety. Assure them that the school understands their concern for their child and that everything that can possibly be done is being done to keep them safe. Additionally, explain what will happen if the *Lockdown* continues beyond normal school hours.

If parents do arrive at school during a lockdown staff must not leave the buildings to talk to them.

**Follow Up**

Heads are to keep a log of *Shelter In / Lockdown* incidents, to include the date, time and nature of the incident and any follow up action taken afterwards. In the event of a *Lockdown* the *Follow Up* should include:

* a follow up talk with staff and pupils,
* support for staff and pupils as necessary, e.g. through counsellors,
* a follow up letter to parents and other relevant people
* any amendments necessary for procedures following the incident evaluation.

**Our Details**

Sherborne Qatar Prep, Al Rayyan Sherborne Qatar Prep, Bani Hajer

 Sherborne Qetaf

Umm Al Maa Street Al Terhab Street

Zone 53 Zone 51

Street Number: 449 Street Number: 1193

Building Number: 6 Building Number: 492

Al Rayyan Bani Hajer

Telephone: 4459 6566 Telephone: 4495 4555

**Sherborne Senior School** **Sherborne Qatar School for Girls**

Building Number 19 Building Number 426

Street Number 1697 Street Number 426

Zone 51 Zone 70

Mall of Qatar Al Ebb

Telephone: 4459 6400 Telephone Number 4495 3444

**Key Outside Emergency Contacts**

Police / Civil Defence – Telephone 999

Kahramaa Emegency Hotline – Telephone 991

Ministry of Education and Higher Education Emergency Team Hotline – Telephone 4404 4999