



Policy status	Non-statutory
Adopted	3 rd February 2025
Review date	February 2027

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Critical Incident and Lockdown Plan

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Version	Date	Author	Description of change
December 2022	05.12.22	WH	Reviewed and updated
February 2025	03.02.25	WH	Reviewed Section 9. Lockdown Procedures rewritten

1. Introduction

This plan ensures readiness and effective response to crises at Beatrice Tate School. It provides flexible guidelines to manage various emergencies, including those not specifically anticipated.

This plan should be read in conjunction with the School Business Continuity Plan.

2. Aims

- Identify potential critical incidents.
- Minimise the impact of incidents.
- Clarify roles and responsibilities.
- Highlight school actions and reactions.
- Engage support from external agencies.

3. Potential Incidents

Potential crises might include, but not be limited, to the following:

- Destruction or vandalism of the whole or significant part of school.
- Violence or assault on school premises (including grounds).
- A hostage situation or intruders on school premises.
- An abduction of a student from school premises or educational visit.
- A student missing and not found whilst in the care of school.
- Death or injuries on school journeys.
- An accident involving students, staff or visitors to school.
- A serious outbreak of a contagious disease.
- A natural disaster in the community.
- Civil disturbance or terrorism.

4. General Guidelines

There are emergencies or crisis situations that no amount of pre-planning can anticipate or effectively alleviate. However, there are generic responses expected of staff in all crisis situations. Staff are expected to:

- Avoid panic and maintain order.
- Establish what the situation is (as far as is possible).
- Seek immediate assistance including first aid or treatment for any injured parties.
- Report the situation to a person in authority on the scene.
- Follow all instructions issued by the police and emergency services.
- Follow school guidance on unsolicited contact with the media.

More specific guidance on different scenarios is given in the following sections.

5. Serious Incidents

Examples of serious incidents might be fire, death, major accident or suicide. In the event of such an emergency:

- The Headteacher will be in charge of co-ordinating the response. Normal chains of responsibility should be followed in the event the Headteacher is absent. School's Emergency Evacuation protocol should be implemented if evacuation of the school to alternative premises be required.
- The Headteacher is responsible for ensuring the emergency services are notified. This may be delegated to a responsible member of staff.
- The monitoring of out of hours school security is contracted to a private firm who will manage the contact of key holders.

- Where a serious incident involves casualties, the Headteacher will appoint members of staff to record the names of those injured and the hospital to which they were taken.
- Parents/guardians will be informed as soon as is possible.

6. Serious Incident on Educational Visits

General procedures for Educational Visits are stated in school's Educational Visits Policy and Procedures. This is supported by a range of protocols to support serious incidents.

Communications with parents/ guardians will be managed by school. Students should not be allowed to phone parents/ guardians.

7. Threats to School

If information is received that a dangerous or explosive device has been introduced into the school the following procedure will commence:

- If the threat is directly received by school all details must be recorded by the member of staff receiving the information. This information should be immediately communicated to the Headteacher;
- The Headteacher will immediately inform all staff in all areas by deploying staff to initiate a silent evacuation without audible alarm;
- Certain types of devices can be triggered by radio signals therefore all **mobile phones must be switched off** until such time as it has been determined that there is no bomb or it has been found and deactivated;
- The Headteacher should contact and be advised by the emergency services;
- An Emergency Evacuation should be implemented if advised to evacuate to alternative premises.

8. Intruders in School Premises

School operates controlled access to the premises during core hours, morning and after school activities. All staff, volunteers and members of multi-disciplinary teams in school are required to:

- Maintain procedures to assure efficacy of the controlled access system.
- Adhere to and implement school's Safeguarding policy, procedures and protocols.
- Adhere to and implement school's Visitors to School procedures.

All staff should be especially conscious of:

- Any unusual activity.
- Unauthorised visitors (not wearing a visitor sticker/badge or lanyard).
- Indications that locked exit doors have been tampered with.
- Unusual, suspicious or out of character behaviour exhibited by individuals in school.

If staff observe any doors not secured or propped open this should be reported to the Headteacher, Senior Leadership Team, Premises Team or Admin Team immediately.

Caution should be used if approaching or challenging intruders in order to avoid provocation.

Where an unauthorised visitor is considered suspicious and/or aggressive the Headteacher or Deputy Headteacher should contact the emergency services on 999. They will then decide on the appropriate action with advice of the emergency services.

9. Lockdown Procedure

A lockdown may be triggered in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students, some of these incidents include but are not limited to:

- An unauthorised person(s) considered dangerous are on school grounds
- A civil disturbance in the local community that poses a potential threat to staff and students

- Bomb threats
- A parent or guardian that has become a threat to staff or students or a specific student whether on a routine meeting, visit, or as a pre-warning to the school not to allow access
- Firearms, chemical and weapon attacks

It is vital that lockdown procedures are familiar to all staff and students. To achieve this, a lockdown drill is undertaken annually.

Arrangements

Lockdown arrangements vary according to whether it is a:

1. **partial lockdown** - an external incident which has the potential to pose a threat to the safety of staff and students
2. **full lockdown** - an internal incident which has the potential to pose a threat to the safety of staff and students

Partial Lockdown Procedure

In a partial lockdown staff and students should remain in the school building and all external doors and windows should be locked.

No one should be allowed to enter or leave the building, unless it is safer to leave the school site, which may lead to full evacuation or part evacuation.

Partial Lockdown (see Appendix A for Alert signals)	Actioned by
All outside activities should cease immediately. Staff and students to return to classrooms. All external doors and windows to be locked. Ensure the 'side leaf' of external doors are bolted at top and bottom. Close blinds	All classroom staff
Premises Team to lock all external doors and be stationed inside at: 1. Premises entrance door 2. Driveway entrance door 3. Reception main door	Premises Team
Any groups on educational visits to be contacted and diverted	Admin Team
Dial 999 if necessary	HT/DHT
If evacuation alarm sounds, DO NOT EVACUATE unless advised by a member of the emergency services or SLT.	All staff
Movement within buildings may be allowed depending on what or where the risk is. Signed-in visitors may be moved to the nearest safe space	SLT
Keep external doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	All staff

A partial lockdown may also be a precautionary measure but helps to put the school in a state of readiness should a situation escalate.

Full Lockdown Procedure

Critical Incident and Lockdown Plan

There is an immediate threat to the school and its inhabitants. The aim is for the school and its rooms to appear empty.

Follow the **CLOSE** principle:

- C**lose all windows and doors
- L**ock up and remain
- O**ut of sight and minimise movement
- S**tay silent and avoid drawing attention
- E**ndure - be aware you may be in lock down for some time

Full Lockdown	(see Appendix A for Alert signals)	Actioned by
All outside activities should cease immediately. Staff and students to return to nearest classroom/teaching space immediately. All external and internal doors and windows to be locked. Ensure the 'side leaf' of all doors are bolted at top (and bottom if available). Close blinds and turn off lights, computers and screens. Hide, sit on the floor under desks if possible and away from any windows Stay as silent as possible - put all mobile devices in SILENT MODE. Staff to support students in keeping calm and quiet.		All classroom staff
Premises Team to lock all external doors. Admin and Reception staff to Admin Office All other staff to go to nearest office, classroom or other lockable safe space Hide, sit on the floor under desks if possible, and away from any windows		All other staff
Dial 999		HT/DHT
Any groups on educational visits to be contacted and diverted to SHS		Admin staff
Contact to be maintained by email or text messaging service (T2P) on mobile devices (laptops, iPads, mobile phones) in SILENT MODE.		All staff
Take a register of all staff and students in each classroom. Communicate those present and any missing students, staff and visitors to the Attendance Officer/Home School Liaison		Classroom staff and Attendance Officer
Keep doors and windows locked shut and remain inside until an all-clear has been given (see Appendix A for alert signals)		All staff
All classroom-based staff to return to their Tutor Rooms and conduct a Register. Notify Reception/Attendance Officer immediately of anyone not accounted for.		Classroom staff

Areas in the school that cannot be effectively locked down are:

- all corridors and stairs

- Reception area
- Social Hub

All staff/students in these areas are to move to a place of safety behind a lockable door.

In the event of a lockdown and the evacuation alarm sounds, DO NOT EVACUATE unless advised by a member of the emergency services or SLT.

10. Serious Outbreak of a Contagious Disease

If an outbreak of a contagious disease is known, the school will contact Tower Hamlets Health and Well-being Team to determine if it is communicable in a school setting. School will follow the advice and direction given.

11. Accidents

Students, staff or visitors involved in an accident should follow the normal school procedures.

12. Emergency Evacuation

In the event that school must be evacuated, School's Emergency Evacuation Protocol will be implemented. Please note there are separate protocols when a gas leak or bomb alert is suspected.

Staff will escort students in an orderly and closely supervised manner to the designated Meeting Point.

The School Premises Manager or Site Officer will ensure that access for emergency services is available as required and utilities (gas/ water/ electricity) disabled if necessary and safe to do so. **This is only required in a critical situation and does not apply to normal fire evacuation.**

13. Closure of the School

Where an incident that requires school closure occurs overnight, the Headteacher will log information with the Local Authority.

The Headteacher will arrange for notification of closure and/or temporary accommodation to be displayed at the school premises. Information will also be posted on school's website and text-messages sent to inform both staff and parents.

14. Communication

If a critical incident occurs the external line in the Headteacher's office will be designated for the use of making outside calls only. The Headteacher will inform and liaise with Tower Hamlets LA and the Chair of Governors.

The Headteacher will contact the Local Authority Media Relations Office for assistance in preparing a press statement. Staff and governors should avoid any communication with the Press/Media other than the prepared statement.

In line with school's Educational Visit policy and protocols all teachers who are out of school with students will have a mobile phone for the purposes of advising school of a critical incident.

The Headteacher will be designated as press officer. They are responsible for all communications with the media. The press officer will agree the timing of press releases and liaise with emergency services to provide a single joint statement if applicable. All press releases will demonstrate to the media that school is controlling the incident in a caring, competent and responsible manner and seek to set minds at ease by countering any rumours.

Admin Officers (under the direction of the Business Manager) will manage all telephone/ electronic communications received from parents/ guardians and other interested parties except the Press/ Media. This will leave the Headteacher/ Senior Leadership Team free to manage the immediate situation. Details of

all incoming calls / calls to parents/ guardians will be recorded. Where there is a large volume of calls the Senior Admin Officer will designate staff to assist.

A briefing statement will be prepared by the Headteacher and given to those staff managing telephone calls. Staff will be directed to relate the statement **verbatim**. Where appropriate other useful telephone numbers will be given to parents/ guardians e.g. hospital, emergency disaster line.

The admin staff will be responsible for managing parents/ guardians arriving at school or the temporary emergency premises during a crisis situation. Where appropriate a room will be set aside for parents/ guardians to wait during the crisis or until they can be reunited with their children. Parents/ guardians will be reunited with their children as soon as possible and a record maintained noting which children have been collected.

Press and television crews will not be allowed access to the school premises unless the express permission of the Headteacher is given. Where a press briefing is arranged and the use of school premises is not possible/ appropriate, an alternative location will be designated.

All staff will receive a briefing regarding the incident as soon as is possible to minimise uncertainty and ensure rumours do not circulate.

Students will be briefed as considered appropriate.

15. Longer Term Action Following a Crisis

- Parents/ guardians will be updated on what is happening in school subsequent to an incident;
- The relevant support agencies will be contacted by the Headteacher as deemed appropriate;
- Counselling for staff and students will be arranged as soon as possible and offered to parents/ guardians if appropriate;
- Where staff feel they are suffering from stress subsequent to the incident, the procedures defined in school's human resources policies will apply;
- Visits to the site may be arranged for staff, students and parents/ guardians if deemed appropriate.

16. Roles and Responsibilities

The following are principles which apply **over the long term**. Roles may be delegated however the responsibility remains with the persons named below. In a specific crisis situation, the most senior staff member will assume responsibility for managing the situation until the post holder is available. In such a situation they are authorised to exercise professional judgement and act as they see fit in the interests of students, staff and the school, knowing they have the support of the Headteacher and Governors.

Headteacher

- Overall responsibility for safeguarding students, staff, volunteers, visitors and students on placement;
- Overall responsibility for planning, risk assessment, management of crisis, aftermath;
- Ensure staff access training and that policy, procedures and protocols are embedded in working practice;
- Ensure safe systems are in place;
- Ensure practice evacuations are conducted and reviewed;
- Overview of communications with outside agencies, parents/guardians and the media.

Deputy Headteacher in the Headteachers absence

- Assume overall responsibility in absence of the Headteacher;
- Prime responsibility for ensuring students are supported in the aftermath of a disaster;
- Support for staff and parents/ guardians.

Assistant Headteachers

- In the immediacy of a critical incident situation assume overall responsibility in absence of the Headteacher and Deputy Headteacher;
- Assist the Deputy Headteacher in supporting students in the aftermath of a critical incident;
- Support staff and parents/ guardians.

Visit Leader (Educational Visits)

- Ensure visits are planned in accordance with school's policy, procedures and protocols;
- Ensure all risk assessments and documentation, required as part of school's visit approval application process, is completed prior to commencement of the visit;
- In the immediacy of a critical incident situation occurring offsite during the visit assume overall responsibility and coordinate communication with school / emergency services;
- Implement the appropriate crisis protocol;
- Act as a source of advice and guidance to participating colleagues and volunteers.

Admin Officers

- Ensure that data systems are secure;
- Ensure automated backups occur successfully;
- In a crisis, manage telephone and electronic communications to school;
- Ensure emergency services are contacted in a critical incident situation;
- Manage communications in the case of a move to a temporary alternative off-site location.

Premises Manager and Site Officer

- Ensure safety and security of the site;
- Ensure emergency services have access;
- Disable utilities if appropriate and safe to do so;
- Liaise with contractors and supervise repair works.

Teachers

- Ensure the safety of students;
- Ensure safe practices in accordance with school's policies, procedures and protocols;
- Maintain vigilance;
- Support colleagues;
- Liaise with parents/ guardians when directed.

Other School Staff

- Ensure the safety of students;
- Ensure safe practices in accordance with school's policies, procedures and protocols;
- Maintain vigilance;
- Support colleagues;
- Liaise with parents/ guardians when directed.

Local Authority

- Provide practical support in the event of a crisis;
- Support in securing alternative provision premises if required;
- Guidance and support with media enquiries.

17.Data

All data is held on school's IT network which is backed up daily. Senior Leadership and Management Teams have been actively involved in the development of this plan and have access to copies of the plan in the event school's computer system cannot be accessed.

18.Press/ Media Contact

Please refer and adhere to school's Guidance Unsolicited Press/ Media document. Journalists are not allowed onto school premises during the handling / management of a critical incident. All communications with the Press/ Media will be authorised by the Headteacher. (Normal chains of responsibility should be followed in the event the Headteacher is absent). Where deemed appropriate the Headteacher will seek assistance from the Tower Hamlets. Staff should not communicate with the Press/ Media unless authorised to do so. Staff will not permit Press/ Media access to students in their care.

19.Monitoring arrangements

This plan will be reviewed by the Headteacher every 2 years. At every review, the plan will be approved by the Governing Body.

20.Links with other policies

This policy is linked to our:

- Health and Safety Policy
- Critical Incident Plan
- Educational Visits Policy and Procedures
- Child Protection Policy