



Portland Place School

LOCKDOWN PROCEDURE

Policy reviewed by: Vicki Bromley

Review date: June 2021

Next review date: June 2022

Reviewers' Signatures: Vicki Bromley

Head Teacher's Signature: David Bradbury

Circulation: This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Portland Place School; 'parents' refers to parents, guardians and carers.

These are based on experience from other schools and on advice on good practice from APG and from Project Argus, the Metropolitan Police advisory group to local businesses.

If the Metropolitan Police call an emergency in the Westminster area each building of Portland Place School will be placed in lockdown simultaneously until the all clear is given. This means no one will be allowed into or out of any of our buildings.

Lockdown buildings (external threat) Procedure

- The lockdown (external threat) alarm will sound: **non-continuous 30 second alarm tone.**
- Reception staff will deadlock the outer doors of the buildings. Person in reception will remain out of sight as far as possible.
- Teachers and pupils continue with activities normally, as far as possible. If there is the option to relocate to a classroom on the inside/rear of the building (i.e. away from a street facing room) do so. This may mean shared spaces. Windows should be closed and locked where possible.
- Pupils must turn off their mobile phones.
- Main reception in PP building will send the following message to parents via in Touch: “The Metropolitan Police have called a state of emergency in Central London and have advised people to be off the streets. Portland Place School buildings are in lockdown until further notice. Do not attempt to call your child on their mobile phone. Do not attempt to come to school to collect your child. PPS will inform you when this lockdown is over.”
- If the lockdown continues beyond the duration of that lesson, timetables are suspended and staff in each building are responsible for continuing with appropriate lessons for the pupils. Resources can be requested and sent electronically. There will be no movement between sites until the all clear is given.
- If the emergency is called during a lunch time any pupils off-site should follow the Metropolitan Police advice of getting into the nearest building and staying there until advised by the police of an all clear. Pupils should contact the school (email/text/call) to inform reception staff of their status.
- Similarly, groups of pupils off site for PE should, under the direction of their teachers, follow the same advice of getting into the nearest building and staying there until advised by the police of an all clear. Teachers should contact the main reception (at no. 58 Portland Place) to confirm the location and status of their group.
- When the Metropolitan Police give the all clear lead administrator at PP will send out an **“All Clear Voice Command”** via the school’s lock-down alarm system.

- All buildings will then be opened. The following message will be sent to parents by PP main reception: “The Metropolitan Police have given the all clear and Portland Place School is no longer in lockdown.”
- Normal timetable will resume at the end of that lesson. If the all clear is given after the end of the normal school day, pupils will be dismissed at that time.

In all cases the senior member of staff in each building (SLT member if present, senior Faculty Leader if not) shall be responsible for making in situ decisions, as necessary and in the spirit of this procedure, and will remain in contact with the other buildings to the best of their ability by text/email.

The Internal/External warning Tones can be located via the staff Firefly portal [Lockdown Policy and Tones](#), or by contacting the Premises Manager at: pps.premises@portland-place.co.uk

Lockdown building (dangerous intruder) Procedure

If a potentially dangerous intruder is in any of the Portland Place School buildings the following procedure applies.

- The lockdown (intruder) alarm will sound: **continuous 30 second alarm tone**, simultaneously across all Portland Place School buildings.
- All staff and pupils in that building immediately go to the nearest room, enter and lock/barricade the door behind them. They stay out of sight to the best of their ability.
- Staff and pupils do not leave that room until the “**All Clear Voice Command**” is sounded via PP lock-down alarm system by the lead administrator. Staff must ensure pupils remain silent and that all phones are off or on silent setting.
- The Premises Manager or a member of SLT will inform the police of the intruder alert and the lead administrator will send the following message to parents via InTouch: Portland Place School is in lockdown due to an intruder alert. The police have been informed and are responding. Please do not attempt to call your child on their mobile phone. Do not attempt to come to that building to collect your child. PPS will inform you when this lockdown is over.”
- When the Metropolitan Police has given the all clear, all Portland Place School buildings will be opened. The following message will be sent to parents by PP main reception: “The Metropolitan Police have given the all clear and Portland Place School is no longer in lockdown.”

In all cases the senior member of staff in each building (SLT members if present, senior Faculty Leader if not) shall be responsible for making in situ decisions, as necessary and in the spirit of this procedure, and will remain in contact with the other buildings to the best of their ability by text/email.

After a lockdown incident

SLT meet as soon as possible (ideally, within the half-hour) with the default location of the Headmaster's Office. Decisions will need to be made on the need to:

- Confirm to parents the safety of their children.
- Provision of any additional information to parents.
- Whether or not to invoke the media protocol.
- Any immediate further liaison with the authorities.

Within 5 working days of the incident, SLT to meet and review the event and operation of the lockdown procedures with an eye to potential improvements. The meeting will include other stakeholders as necessary (e.g. Premises Manager, representative of HO, representative of Metropolitan Police, etc.).