



## Shelter in Place Policy and Procedures

### Applies to:

- The whole school including all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), pupils, pupils on placement, the Proprietor, governors and contractors, workers or volunteers working in the school.

### Availability

This policy is available to parents, staff and pupils: via the school website, within the Parent Policies Folder in the reception area, and on request, a copy may be obtained from the school office.

### Monitoring and Review

This policy is subject to monitoring, audit and, when required, appropriate change by the Principal, who reviews it annually.

Signed:

Amy Cavilla  
Principal  
September 2024

## Rationale

As well as a school Health and Safety Policy and Critical Incident Management Plan, Radnor House has a separate Shelter in Place Policy, previously known as the Lockdown Policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot 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, its grounds or the near vicinity.

A Shelter in Place alert, previously called Lockdown, is implemented when there is a serious security risk to the premises due to, for example, a near-by chemical spillage, the proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent on causing harm and/or damage.

In discharging the responsibilities outlined in this policy, staff need to be aware that absolute priority must be given to ensuring the safety of pupils, staff and visitors, and that no individual should take any action that puts either themselves or others at greater risk of harm.

## Initiating Shelter in Place

Any member of staff who becomes aware of a serious threat to the school should, if it is safe to do so, immediately report it to reception staff, either in person or over the phone, providing as much detail as possible about the nature of the threat. In situations where this is not possible, an urgent email should be sent to reception. If the threat is such that emergency services should be contacted immediately, the member of staff should do so prior to contacting reception.

Depending on the severity of the situation, reception staff will either initiate the system immediately by activating the emergency button located behind the reception desk or notify one of the following, who will make the decision whether to place the school into lockdown:

- Amy Cavilla, Principal
- Stephen Carrington, Head
- Anita Tree, Director of Operations
- Don Weir, Premises Manager

If none of these people are available, staff should contact another member of the Senior Leadership Team.

Once the emergency button has been pressed, a message will play in all areas of the school announcing: **'You must now follow Shelter in Place procedures.'**

## Shelter in Place Procedures

Premises staff, under the direction of the Director of Operations and the Principal, will secure the main points of access and egress.

Pupils and staff in communal areas at the time of the alert will be ushered inside the school building as quickly as possible, directed to the nearest occupied classroom and remain with the class and class teacher.

If a Shelter in Place alert is required during a school break time, senior and administrative staff will lead duty staff in moving pupils from the astro to the bistro. Children in other areas of the school will be moved into classrooms with at least one member of staff.

Pupils and staff off-site for educational visits or sporting activities must not return to school until the threat has ended. During the Shelter in Place alert, a blue light will flash outside the school, both at the front and the back. No one must enter the school until the light has stopped flashing as it may be unsafe to do so.

Upon notification of the alert, teaching staff will ensure that pupils remain in classrooms and position them away from possible sightlines from external windows/doors. Lights, smartboards and computer monitors will be turned off, and windows and doors closed/locked and screened where possible. Once a classroom is secure, staff should take cover themselves.

Staff in offices should follow the same procedure as those in classrooms: turn off lights, monitors and phones, secure doors and windows, and take cover.

Staff should support pupils in keeping calm and quiet.

Staff must ensure that all phones are on silent and use should be restricted where possible.

Staff should remain in Shelter in Place positions until a further message confirming 'Shelter in Place has now ended' is heard.

If safe to do so, the Principal and other senior and administrative staff will use the main office as a base from which to co-ordinate activities during the emergency and liaise with emergency services, if required.

If the security threat is considered to be a critical incident, the Critical Incident Management Plan will be implemented.

Depending on the nature of the incident, once in Shelter in Place alert, it may be appropriate for the Principal to hand over management of the situation to the emergency services.

In the event of an intruder/incident inside the building, the relevant section of the school will, if safe and practicable, be cordoned off by premises staff.

If it is safe to do so, a full or part evacuation of the premises, co-ordinated by the Principal, (or a senior staff member with delegated authority, may be carried out.

### **After Shelter in Place' Alert has Ended**

If it is considered safe following the threat, senior/administrative staff, under the direction of the Principal and the Director of Operations, will notify staff across the site that the emergency threat has been lifted, that they can turn lights and computers back on, and that they should wait in the same room until everyone has been accounted for.

As soon as possible after the Shelter in Place has been lifted, teachers should take a register of children in their classroom and notify reception of any pupils unaccounted for. Pupils and staff should remain in the same classroom/office until this process is complete. An All Staff email will be sent to confirm when school operations can return to normal.

Premises staff will reopen doors that were locked during the lockdown.

The incident will be reported in accordance with the Critical Incident Management Plan.

## **Communication with Parents**

If necessary, parents will be notified as soon as it is practical to do so via the school's ISAMS database. 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 or their child at risk.

Pupils will not be released to parents while an emergency is in place.

Parents will be asked not to call the school as this may tie up emergency phone lines.

If the end of the day is extended due to the Shelter in Place alert, parents will be notified and will receive information about the time and place pupils can be picked up from staff or the emergency services.

## **Shelter in Place Drills**

A Shelter in Place drill will take place at least once a year during term time. The system will be checked termly during the school holidays.