



**BRITISH SCHOOL OF GENEVA**  
**LOCK-DOWN POLICY**



British School of Geneva has a Lock-down policy to ensure that in the event that students and staff are faced with hazards on school premises, students and staff may then be locked within buildings for their own safety. This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site.

**Aims:**

- To provide a safe and secure environment for our students and staff.
- To establish protocols and procedures that effectively manages a potentially dangerous situation.

**Rationale:**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity). Copies of this policy will be disseminated via the school and Staff handbooks and the school website.

**Authorized persons' role:**

- If recognizing the situation calls for lockdown, the Principal or Authorized Person locks the office (closes the blinds), makes a previously agreed-upon announcement on the PA system, The Principal or Authorized Person then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Principal or Authorized Person when the threat has been averted. When this occurs, the "all clear" is to be sounded through the PA system

**Implementation:**

- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults who are outside are to move into the closest occupied classroom.
- Staff, who are not teaching at the start of a lockdown, should go to the Staffroom or if in the grounds, go to the nearest classroom. In doing so, Staff should check outside areas for students



and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a "Visitors Pass". If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately get in to the closest room before that room is locked down, and join whoever is in that room.

- All external doors are locked (depending on the circumstances, internal classroom doors may also need to be locked) Close the blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.
- Register taken/head count - the office will contact each class in turn for an attendance report via email or texting.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via email and if possible a search made for the missing pupils.
- Staff should encourage the pupils to keep calm
- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Parents will be notified by the administration as soon as it is practicable to do so via email.
- Pupils will not be released to parents during a lockdown
- At any point during the lockdown, the fire alarm may sound to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open via email or texting but will not make unnecessary calls to the central office as this could delay more important communication.
- Remain in this position until "all clear" is announced.
- After the "all clear" is sounded, the Principal can authorize the contacting of parents, if appropriate

### **Communication between parents and the school**

In the event of a lockdown the overriding consideration for the school is the **safety and well-being of your child and school personnel.**

School lockdown procedures, especially arrangements for communicating with parents, will be shared with parents via the school website. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Not expect their child to call them nor should they call student mobiles, as the Lock-down situation requires silence in order not to alert an intruder to the presence of students and Staff in classrooms



- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and get their children, and where this will be from

### **Emergency Services:**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

### **Intruder procedures:**

- All visitors to school must first register at the Reception, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises and property immediately.
- From time to time, Staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:
  - When alerted to the presence of an intruder, take another Staff member to help deal with them.
  - Ask a third Staff member who is not involved to call the Office.
  - Attempt to direct the intruder to the exit. Use casual conversation and/or body language to calmly direct the situation.
  - If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Principal to have the police called.
  - If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal, to have the police called immediately.

Amended July 2015

Raji Sundaram

Principal

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