



Lockdown Policy

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1. Rationale

Knowledge Gate International School is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside of the school, students and staff may then be locked within the building for their own safety.

This policy applied to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the Security Office to receive a Visitors Lanyard and Pass which is to be worn and clearly displayed.

2. Aims

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

3. Implementation

The Lockdown Policy applies when students and staff need to be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire in close proximity which makes it dangerous for students, staff and visitors to be outside. Copies of this policy will be disseminated via the Parent and Staff Handbooks, the school website and other appropriate areas around the school.

5. Procedures

If recognising the situation calls for lockdown, the Executive Principal or Authorised Person immediately locks doors leading to the Executive Principal's office. He/she then sounds the Lockdown warning signal in the designated pattern (*this will be known by all staff*) and telephones the Royal Oman Police (9999). The Executive Principal or Authorised 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 Executive Principal/Authorised Person or Security Staff. Once the threat has been averted, the 'All Clear' is to be sounded.

- On the lockdown signal staff should refer to the Lockdown Procedure which is displayed in each room in the school.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults who are outside but near buildings are to move into the closest occupied classroom.

- Staff who are not teaching, or are outside the building at the start of a lockdown, should move 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 may be recognised by the wearing of a red 'Visitor Lanyard' or yellow 'Contractor Lanyard'. Inversely any person not wearing a KGIS lanyard is assumed to be an unknown visitor.
- Quickly glance outside the room to direct any students or staff members in the hallways into your room before bolting the door and assuming lockdown.
- If people are on the Sports pitches or in the Jungle Gym they need to approach the nearest building and get into the nearest classroom before it is locked down. The Back Hall is a designated lockdown room, PE staff should immediately move students from the Basketball Court to this area.
- If students are in the KG Hall or Canteen and the lockdown is sounded, all students should move immediately to the nearest classrooms in the Main Building (2nd Floor) or the Early Learning Centre. Canteen staff will go to the kitchen areas, which will be secured.
- If students or staff are in the Library, they should remain in this area, which will be secured.
- If staff or students are in the Prayer Room, they should move to the nearest classroom.
- If students are in the Swimming Pool, they should move immediately to the Main Building via the Student Entrance to a ground floor classroom.
- Inside each occupied classroom, where possible, the curtains or blinds in the room should be pulled to cover the windows. The students should be positioned on the floors against the wall adjacent to the door or in the most non-visible position and/or students should move themselves to sit under tables where possible. It may be appropriate for older students to lay flat on the floor. This procedure must be tailored for the individual room being used.
- Classroom lights should be switched off.
- Laptop screens should be closed and desktop monitors should be switched off.
- Projectors and Smart Boards should be turned off.
- Students should not be locked into a room without adult supervision.
- Student mobile phones should remain switched off.
- Staff mobile phones should be set to silent mode.
- Insist that students and adults remain quiet.
- No one is to answer the door or leave the room under any circumstances.
- Remain in this position until "all clear" is announced.
- After the "all clear" is sounded, the Executive Principal can authorise the contacting of parents, if appropriate.

6. Security

When the lockdown alarm sounds, the Security Team will lock the Main Gate to the entrance of the school and go to the Security Office or to the nearest room, whichever is closest, which will be secured.

7. For Parents:

Information about the school's lockdown procedures will be disseminated to all parents via the school's website. On the very rare occasion a lockdown is called, Knowledge Gate International School will endeavor to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as **students will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the lockdown situation required silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child.

Please be assured in the event of a lockdown that the overriding consideration for the school is the **safety and wellbeing of your child and school personnel**.

8. Intruder Procedures:

All visitors to the school must first register at the Security Office, receive a "Visitors Lanyard" 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:

1. When alerted to the presence of an intruder, take another staff member with you to help deal with them.
2. Ask a third staff member who is not involved to inform the School Reception.
3. Attempt to direct the intruder to the Security Office. Use casual conversation and/or body language to calmly direct the situation.
4. If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Executive Principal to have the Police called.
5. 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 as soon as it is safe to do so. Report the situation to the Executive Principal, to have the Police called immediately.