

## Lockdown Policy for David Game College

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**Status of Policy:** This document, which applies to the whole College inclusive of boarding, is publicly available on the College website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the College Office.

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential.

This policy should be read in conjunction with:

- Protective Security and Preparedness for David Game College, Incorporating Critical Incident Response
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Risk Assessment
- Behaviour Policy
- Relevant statutory safeguarding guidance including Keeping Children Safe in Education (KCSIE)
- The Counter-Terrorism and Security Act (Prevent Duty)
- Emerging requirements under Martyn's Law (Protect Duty), where applicable

**Scope:** All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal College hours, including activities away from College.

This includes staff, volunteers, supply staff, contractors, visiting professionals, exam invigilators, external lettings users and any other third parties on site.

All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

This policy also operates within safeguarding, health and safety, fire safety and counter-terrorism legislation and statutory guidance.

Reviewed: February 2026

Next Review: February 2027

Signed

David Game  
Founder

John Dalton  
Principal

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing.

Governors/Proprietors will receive an annual report confirming review, training, drills and any revisions.

Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. Remedial action will be prioritised and implemented as swiftly as reasonably practicable, subject to appropriate investigation and consultation where required.

All drills, incidents and debriefs will be recorded for audit, safeguarding and inspection purposes.

All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

## **Purpose**

This policy covers the process and procedures that are required to lockdown David Game College as a result of an internal or external critical incident that could pose a serious threat to students and staff.

All procedures should invoke the precautionary principle, but also be proportionate and sensible in terms of the threat.

## **Potential Triggers for Lockdown**

Examples of what might initiate a lockdown include:

- Any form of terrorist activity near the College or involving the College e.g. a gun or knife attack
- The release of toxic fumes near the College (shelter in place)
- An intruder onsite who seems intent on harming others or who is overly aggressive
- A reported civil disturbance or critical incident in the local community, which has the potential to pose a risk to students and staff

Lockdown procedures are now more prominent and relevant given terrorist atrocities in Europe and the ever-present threat from those who may be severely psychologically ill or hold extreme views and want to harm people within a school/college.

The College recognises that mental illness in itself is not predictive of violent behaviour and this statement does not seek to stigmatise any group. Lockdown procedures are threat-neutral and based on credible risk assessment.

Threats also emanate from gang activity, out of control dangerous dogs, and a wide range of other possibilities.

Whatever the threat, the College and its staff must protect their students first and foremost, as well as other staff and members of the public inside the College.

The prevailing state of affairs in the Middle East has heightened the chance of radicalisation and possible lone wolf or more organised terror attacks. The College acknowledges that geopolitical tensions may heighten risk awareness; however, all operational decisions will be based on credible intelligence and dynamic risk assessment.

## **Policy Details**

This policy details:

- Which staff are responsible for initiating and implementing lockdown procedures
- What needs to be done to secure lockdown
- How the alarm will be raised and how internal communications will operate
- How recovery should occur after the all clear is given

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Lockdown procedures may vary depending on the nature of the threat and will be guided by dynamic risk assessment and emergency service advice.

## Procedure

When a critical incident occurs or could occur, key staff (named as Marshalls) have responsibility for communicating to other staff and students that a lockdown procedure is to be initiated.

The College uses a digital emergency alert system (SchoolWatch) to support safeguarding, lockdown procedures and critical incident response. This system enables the rapid transmission of real-time alerts to staff and, where appropriate, students via mobile devices, desktop computers and other digital platforms. It is designed to provide clear, consistent and, where necessary, discreet communication during incidents such as lockdowns, evacuations, civil disturbances or other credible threats. The system supports multi-channel messaging to increase reliability and maintains an audit trail of alerts issued. Its use is governed by data protection and cybersecurity requirements, and access to initiate alerts is restricted to authorised personnel who are appropriately trained.

In the event of a full lockdown, digital silent alerts will be sent to all students and staff, which informs them about the situation:

Wording for partial lockdown:

- External doors are secured due to an incident in the local area  
All students and staff must remain inside the College until further notice
- Teaching and normal internal activities continue  
Do not allow any students to leave the site
- Further updates will follow

Full lockdown wording:

- Danger – intruder on-site  
Go to the nearest secure room immediately
- Lock or block doors  
Move out of sight and remain silent  
Do not open doors for anyone
- Await further instruction

All staff and students should remain in their classrooms and, depending on circumstances, the doors to classrooms locked or, if this is not possible, blocked. Blocking will be undertaken safely and staff will receive appropriate training. All students and staff should lie under tables and ensure that they are not clearly visible. Where lying under tables is not feasible, staff will position students out of sight and away from doors and windows in the safest possible location. Staff and students will be told to silent all mobiles.

Provision will be made for students with mobility issues, medical needs, SEND or other vulnerabilities, with staff exercising professional judgement. All external doors will be locked (risk is considered for fire exits); all doors are internally fitted with locks.

Staff must show leadership and ensure that students stay calm. The lockdown Marshalls will telephone the emergency services on 999 or the City Police. Once in lockdown mode, staff should try and account for all students and report (if possible) any missing students.

Students in communal areas or toilets at the time of lockdown should secure themselves in the nearest safe location.

In the event of a bomb threat being given, students will be locked down or asked to leave at the back of the College, depending on the reported site of the suspected device. A dynamic risk assessment will determine whether evacuation or containment is the safer option.

Lockdown key information should be displayed in every classroom so students understand what to expect and have some familiarity with basic procedures.

It is recognised that two levels of lockdown can be initiated: partial and full lockdown.

## **Partial Lockdown**

This would involve securing the main doors to the building and not allowing anyone to enter or leave until the all clear is given. Classrooms would not need to be locked and students could have restricted movement inside the College. Awareness of the risk to fire safety must be fully considered and Fire Risk Assessment principles remain in force at all times.

## **Full Lockdown**

This is an extreme and unlikely scenario, but would involve:

- Shutting and securing all external doors
- Locking students and staff into their classrooms or, where this is not practically possible, doors must be blocked to prevent entry
- Students and staff to follow lockdown procedure within their class or area of containment
- Preventing the free movement of students around the College
- Ensuring that all means of escape and entry are closed, including windows

It is noted and understood that lockdown poses a fire risk and threat to H&S procedures. It is deemed, however, necessary to manage these risks for a short period of time during a critical incident on the basis that the balance of risks is in favour of securing people safe inside the building until such time it is considered safe to reverse the state.

For clarity, the interaction between fire evacuation and lockdown will be determined by dynamic risk assessment and emergency service guidance.

## **Communications During Lockdown (Marshalls)**

The lead people in any lockdown would involve key people, or Marshalls:

- The security guard – John Eddings
- The Principal – John Dalton
- The Head of A levels and GCSE – Alan Kelly and Nedaa Belal
- Head of Welfare – Remi Ferguson

In their absence, other key people would include any other member of leadership or anyone who holds a management, administrative or teaching responsibility in the building. Technically, any responsible adult can initiate a lockdown. Immediate protective action should not be delayed while awaiting confirmation. Formal digital alerts will, wherever possible, be confirmed by a member of the Marshalls team.

What is critical is not waiting for someone to give an order, but for all adults to recognise a critical situation and initiate the lockdown process so that others may follow. It is always better to over react than under react. This operates within the framework of proportionality and dynamic risk assessment.

If a lockdown does occur, parents of both day and boarding students will be notified within one hour of the all clear being given. Communication between staff would be via text (for silence) or mobile phones. Staff and students would silence their mobiles in the unlikely event of a direct physical terrorist assault. Emergency services liaison arrangements and site plans are maintained and available.

## **Intelligence Gathering**

The College has various sources of intelligence to provide advance notice of possible civil unrest or terror attacks:

- CityINTEL
- Protect UK
- SchoolWatch

All members of the SLT and security staff have access to these.

The College will ensure data protection and cybersecurity compliance in relation to digital alert systems.

### **Fire Alarms during Lockdown**

In the event that a fire alarm is activated during a lockdown, staff must not automatically evacuate; a dynamic risk assessment will determine whether evacuation or continued lockdown presents the greater level of safety. It is recognised that in some cases individuals seeking to cause harm have deliberately activated fire alarms to prompt evacuation. Accordingly, evacuation will take precedence only where there is clear evidence of fire (such as smoke, heat or flames) or where directed to do so by the emergency services.

### **Recovery**

Only one of the senior management team can give the all-clear notice to staff – who must then communicate this to their students. Staff cannot assume that after a period of inactivity it is safe to reverse procedures. In most instances, any all clear will be communicated by emergency services personnel. All students must be accounted for and any missing or unaccounted for identified and their whereabouts clarified.

Recovery will involve the reverse of the lockdown procedure and the return to full operations and free flow of students and staff throughout and into/out of the building. Pastoral support, welfare checks, staff debrief, safeguarding recording and incident review will form part of recovery arrangements.

### **Lockdown in Boarding**

If digital Alerts are received and boarders are in the boarding house, they are required to go immediately to their rooms and secure them until the all clear is given.

Boarders within the College will follow the procedures set out above and will be trained in how to secure a room.

If a critical incident occurs outside of normal College teaching time, House Parents must be aware of the procedures for lockdown and be prepared to operate partial or full lockdown in the boarding house.

If the threat is internal to boarding, House Parents assume immediate operational leadership until senior staff arrive.

Urbanest, the landlords of the boarding house, have 24-hour staff also trained in full lockdown procedures.

All members of the boarding team have access to CityINTEL and Protect UK, in addition to Digital Alerts from SchoolWatch.

Appropriate supervision ratios and headcounts will be maintained during any boarding lockdown and formally recorded.

Training is completed once per year in November.

### **Training**

Training and lockdown drills must be practiced at least once a year in November.

New staff will receive induction training and records of all drills and training will be maintained.

Scenario-based discussion and periodic review will ensure continued preparedness.