Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Lockdown Policy

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Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence, whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to ensure the safety of all pupils and staff as far as possible until external agencies become involved.

Incidents can occur with or without warning. Lockdowns will be triggered by activating the whole school lockdown alarm signal and will end when a senior member of staff advises that lockdown is over. The designated signal in case of a lockdown is sounding an air horn, which should be in the possession or immediate proximity of the Head Teacher. In addition to the specific instructions highlighted below, the overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality.

1. There are two types of lockdown:

1.1. External Lockdown This is in response to a threat that occurs outside the school buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the school or an external health hazard such as a toxic cloud. In these cases, at least initially, normal practice can continue undisturbed within the buildings but the community needs to be alerted to the fact that they cannot go outside at breaks or lunch times or at any time until the all clear is given. The goal of this lockdown is to prevent the threat from entering the building.

1.2. Full Lockdown This threat usually exists when the danger is inside a school building or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to pupils or staff. This scenario involves a serious and immediate threat that requires urgent action. This high level threat could come from such things as an attacker or a dangerously out of control intruder.

2. Procedures:

2.1. Full Lockdown

This procedure is designed to protect the community from any imminent threat. On hearing the lockdown signal (air horn), staff and students should do the following:

a. Remain calm but alert – the campus should fall silent immediately
b. Collect pupils/make your way into a room within the building immediately. All corridors, toilets and communal areas should be clear. Do not allow pupils to visit the toilet
c. If you are already in a room, stay there
d. Close and if possible lock all windows and if safe to do so, staff to check that any building doors are closed
e. Account for and keep together all pupils that are in your care
f. Attempt to block the door with heavy items that are readily available e.g. desks
g. Hide your staff lanyard into a pocket so that you could not be identified or required to open doors by an intruder
h. Turn off all lights and close any blinds and curtains
i. Keep pupils silent and inside classrooms, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible
j. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services
k. Only use a mobile phone if you feel the situation has developed further and information has to be relayed
l. Remain like this in the room with doors barricaded until you receive the all clear
m. Ignore any fire drill unless you and your class are obviously at risk

2.2 External Lockdown

These procedures are designed to secure the building from any external threat. Upon initially hearing the lockdown signal the full lockdown procedures should be followed. If the threat is external, staff and pupils will be advised by a senior member of staff and the alarm will cease to sound. In this situation:

a. Remain calm but alert
b. Keep all windows closed and building doors closed. Keep blinds closed
c. Keep pupils inside, usually classrooms but this also might include common rooms or corridors if the situation is prolonged or over a break time and their visibility is not an issue, e.g. toxic cloud
d. Continue to follow the timetable as far as possible unless informed otherwise
e. Be prepared to follow further instructions as issued face to face by SLT or via email

f. Students should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information has to be relayed

g. Keep pupils as calm as possible.

3. Evacuation

If, as a last resort, we are instructed to evacuate a building and relocate, we will send instructions via senior staff or members of the emergency services and ask you to direct your pupils to a designated safe space. The first choice location would always be Amzei Square, in front of the Ion Creanga theatre. Building evacuation itself will occur in the same manner as in the case of a fire emergency.

Invocation/Activation Procedure: With Warning

Primary Action

At MISB, the Head Teacher (or Deputy Head in their absence) is advised or becomes aware of an Incident.

Secondary Action

- In the Head Teacher's absence this role is taken by the KS leads
- The Head Teacher agrees that a Lockdown should be declared
- The Head Teacher will get in contact with the Key Stage Leads and Designated Safeguarding Lead (or Deputy in their absence)
- The headteacher will agree with the Key Stage Leads and Designated Safeguarding Lead that the lockdown procedure should be initiated and will start the appropriate signal.
- SLT will liaise with authorities and relay information as best they can, using internal and mobile phones.
- SLT will declare the all-clear when appropriate

Invocation/Activation Procedure: Without Warning

Primary Action

The person becoming aware of a situation will call 112, then inform the Office of their concerns. Ideally, they should request another member of staff call 112 whilst they inform the Office. If the Office cannot be reached or if it has been compromised, they will then try to inform a member of SLT or the Head Teacher directly.

Secondary Action

The Office will try to contact a member of SLT; if no one can be reached, they will contact the Head Teacher by telephone. The SLT member or Head Teacher will make a final attempt to contact other senior colleagues; if this is not possible, they will make the decision to activate lockdown. This person will assume the role of incident controller until such time as they are relieved or the incident is defused.

4. Communication – emergency services, parents and press

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 them, depending on the severity of the incident that has triggered the lockdown. Emergency services will liaise with the Head Teacher regarding the detail and timing of communication to parents during and immediately after the event.

Communicating with parents on school lockdown procedures and practices will be initially shared with parents by email. In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Students should not use their mobile phones to contact parents or carers during a lockdown and parents will be requested not to block the phone lines or try to access the campus if the school is in lockdown.

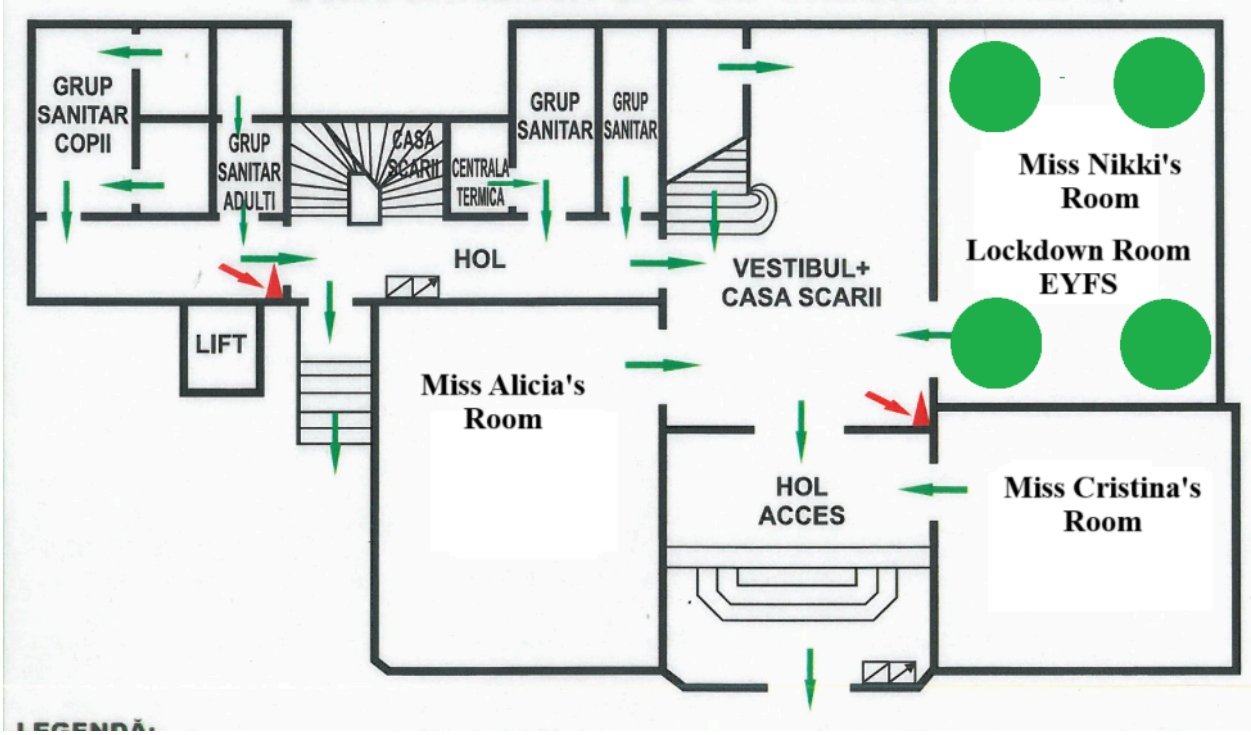
Parents should be reassured that the school is doing everything possible to ensure children's safety and wait for the school to contact them about when and where it is safe to collect their children.

All communication with the press will be done by the Head Teacher or Marketing Manager. No member of staff must communicate with the press outside of this procedure.

5. Lockdown Protocol

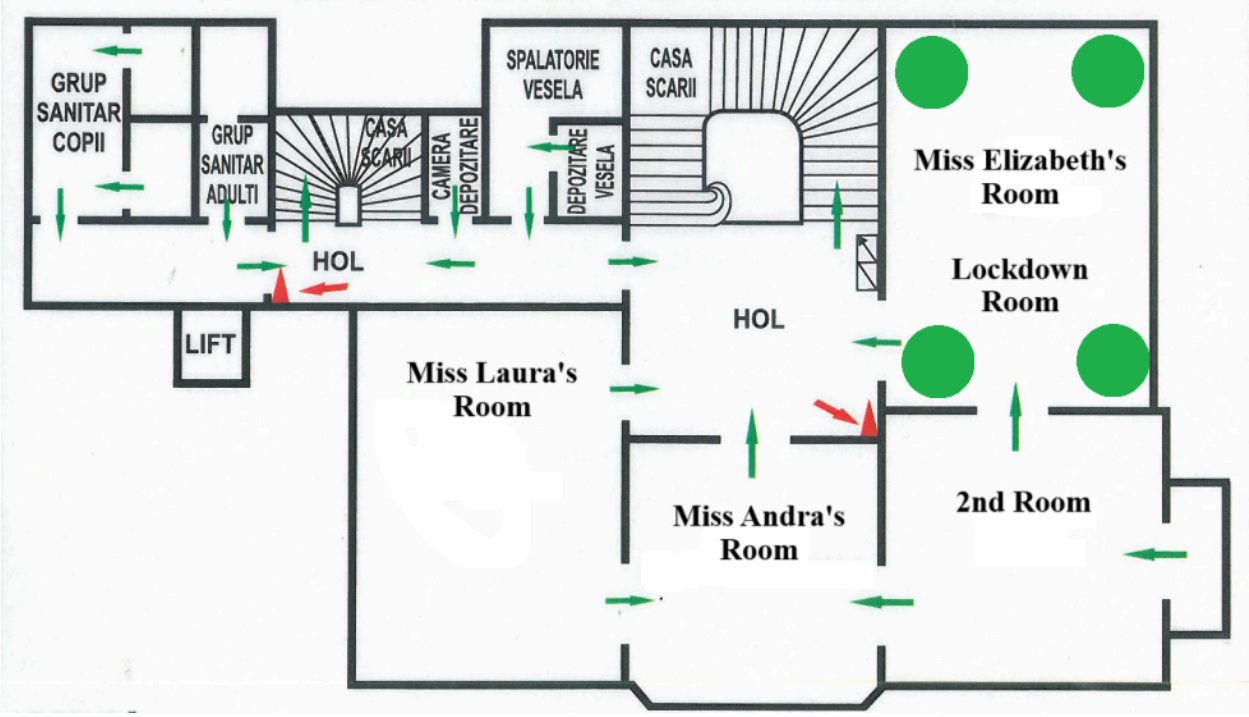
5.1. Ground Floor - EYFS and Year 1

During a lockdown, all Preschool and Year 1 students must go to Miss Nikki's Room (Reception); the main entrance doors will be locked if possible, as well as the one leading to the hallway; furniture will be moved in front of the door, windows will be closed, and curtains will be drawn. Students must stay quiet and seated in the least visible area of the room (close to the interior wall facing the staircase) until an official "All Clear" is given.



5.2. 1st Floor - Key Stage 1 and Year 3

During a lockdown, all Key Stage 1 and Year 3 students must go to Miss Elizabeth's Room (Year 2); the doors leading to the staircase will be locked if possible, as well as the one leading to Miss Elizabeth's 2nd room; furniture will be moved in front of the door, windows will be closed and curtains will be drawn. Students must stay quiet and seated in the least visible area of the room (close to the interior wall facing the staircase) until an official "All Clear" is given.



5.3. 2nd Floor - Key Stage 2

During a lockdown, all Key Stage 2 and EAL students must go to Miss Ashley's Room (Year 4); the door leading to the staircase will be locked if possible; furniture will be moved in front of the door, and windows will be shut. Students must stay quiet and seated in the least visible area of the room (the interior wall next to Miss Alice's room) until an official "All Clear" is given.

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by: Robert Grosu **Date:** 18/02/2024

Approved by: Nicholette Vicol **Date**: 20/02/2024