



2023-2024
Hampstead Fine Arts
Invacuation Policy

Written: January 2020
Reviewed: 5th September 2023
Reviewed by: Sarmad Ismail
Next Review: August 2024

Rationale

As part of our commitment to safeguarding the welfare of our community the college has the following Lockdown procedures.

On very rare occasions it may be necessary to seal off the college so that it cannot be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the college grounds or outside the college in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, persons intent in causing harm/damage near or within the college.

Notification of Lockdown

Staff will be notified that lock down procedures are to take place by a member of staff initiating the colleges alert signal (this would normally be a member of the leadership team or admin staff).

The alert signal is **three short bursts and one long blast** of a whistle

If we lockdown at Centre Studios. A member of administration staff on the desk calls Lambolle Place, Photography and Lancaster Stables to inform them that they should also go into lockdown.

At the end of lockdown they will be called to inform them all clear.

Procedures:

Repeat the alert signal

If the event occurs in lesson time, the students will be kept inside the College buildings with the Centre Studios gate secured and the doors to Lambolle Place, Lancaster Stables, 43 Englands Lane, 51 Englands Lane, and Photography locked.

Follow the CLOSE procedure:

- Close all windows and doors
- Lock up if possible if not place table/chairs behind doors
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of students being ushered into the college building as quickly as possible and the closing or locking of the college's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
2. At the given signal, the students remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and students are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode or turned off. If possible doors to be locked or barricaded.
3. Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. students using toilets when lockdown procedure is engaged.
4. If practicable staff should notify the reception that they have entered lock down and identify those students not accounted for. If this is not practicable as no mobile phone reception in the room, no access to landlines in the room or no access to computers in the room, remain in the room.
5. Front reception – to be cleared and office window (where applicable) locked. Computer switched off and all staff moved to the nearest classroom.

NO ONE SHOULD MOVE ABOUT THE COLLEGE

1. Staff to support students in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by end signal AND key staff e.g. Head Teacher, Deputy Head, Health And Safety Manager, Senior Management Team Member/ Office Staff in person that there is an all clear. The key member of staff will say "ALL CLEAR HAMPSTEAD FINE ARTS".
3. As soon as possible after the lock down has ended conduct a register in the classroom you are in and notify the reception immediately of any pupils not accounted for. Email the register of any unaccounted students to main reception. Wait for further instructions.
4. Any visitors to remain with their designated member of college staff that they were with until students in the care are safe. Then when it is practicable to do so college staff will walk visitors to main reception to be registered.

Staff Roles:

1. Head Teacher/Deputy – to ensure that the office is locked (where applicable) and police called if necessary.

Use the message below:

Hello Police/Fire service/Ambulance service, this is Hampstead Fine Arts College at 41-43 England's Lane, NW3 4YD. Telephone number 02075860312. We have entered a lock down procedure because.... (explain reason). We are asking for assistance. Thank you.

2. Head Teacher, Deputy Heads or site supervisor lock the college's front doors and entrances.
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3. Individual teachers close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents:

If necessary parents will be notified as soon as it is practical to do so via the college's established communication network – text, email and/or on the website if possible. The Heads PA, to send this message out as soon as it is practical to do so.

A text alert will be sent to all parents, guardians, tutors and students to inform them of the situation and to confirm that our safety procedures are in place.

Our landline telephone lines must be kept clear for communication with the emergency services and for contact between our buildings, so we ask parents and students to use only mobile phone numbers to contact the students and to gather information through them. Regular text updates will be sent to all members of the College community as necessary. The first text will contain the important instruction to parents NOT to telephone the College on the landline number (020 7586 0312).

Parents will be told:

Dear Parents/Carers, Hampstead Fine Arts College is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. We ask parents/carers to support us during this period of lockdown by following the below protocol:

- Please do not come to the college to collect your child as it may put you and your child at risk.
- Note students will not be released to any parents/carers during a lock down.
- Please do not call the college as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff via text message or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their students the importance of following procedures in these very rare circumstances.

4. Admin to inform other sites of lock down and await further instructions.

If the event occurs during a break or at lunch time:

The Englands Lane gate and the doors to our other buildings will be opened to allow students to enter quickly. Certain staff are designated marshals and will ensure that students who are in Englands Lane, Lambolle Place and Belsize Park Gardens are quickly brought inside. Registers will be taken.

We have liaised with some of our close neighbours in Englands Lane: Chamomile Café have

access to our courtyard at the back of their premises and will be able to let students enter the College that way if our gate has been shut.

The designate staff will then enter the college and close their means of entry behind them. Normal lockdown procedures will then follow.

Lock down drills

Lock down practices will take place at least once every school year or more to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

These procedures will be reviewed annually as a part of the College's Health and Safety procedures reviews.

Lock Down Plan Management and Control Responsibilities:

- Head/deputy head of college - Initial contact with the emergency services
- Heads/deputy head/admin - Liaison with parents/carers
- Teachers (on a rotating basis) - student control

Signals

Signal for lockdown is **three short bursts and one long blast** of a whistle

Hampstead Fine Arts College

Lock Down Procedures

Follow these five steps

1. Lock down signal – What is the signal?

Lock down procedures are to take place immediately upon hearing 3 sharp blasts followed by 1 long blast of a whistle.

2. Move into the nearest classroom or office that has a member of staff

NO ONE SHOULD MOVE ABOUT THE COLLEGE.

3. CLOSE – this means

- **C**lose all windows and doors.
- **L**ock up if possible.
- **O**ut of sight and minimise movement.
- **S**tay silent and avoid drawing attention.
- **E**ndure. Be aware you may be in lock down for some time.

4. Remain calm. Turn phone onto silent.

5. Lock down ended – What is the signal?

A key member of staff will then visit each classroom/office to announce the all clear by saying The key member of staff will say

“ALL CLEAR HAMPSTEAD FINE ARTS COLLEGE”

and ask staff to register students. Pass registers onto main reception.
