

# Lockdown Procedure

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

The lockdown procedure will be 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. The procedure will minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

**Lockdown procedures may be activated in response to any number of situations.** Some of the more typical might be:

- ◆ A reported incident/ civil disturbance in the local community
- ◆ An Intruder on the school site
- ◆ A warning being received regarding a risk locally (e.g. of air pollution – smoke plume, gas cloud, etc.)

Students and staff will be notified that lock down procedures are to take place immediately by:

- ◆ A distinctive bell which will clearly sound different to the changes of the lesson bell and the fire alarm

## Lockdown practice

1. If lockdown is initiated during lesson time, the students remain in the room they are in, the staff will ensure the windows, and doors are closed/locked and screened where possible. Students should sit on the floor away from possible sightlines including external windows/doors.
2. If lockdown is initiated at a time when students are out of class, there will begin a process of students being quickly and calmly ushered into the school building. They will be directed to the class of their next lesson and when they arrive their teacher will move to the actions described in the point above.

## Fire and lock down drills

Fire and lock down practices will take place at least once a year 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.

# Welfare Procedure

## If you are teaching in a group:

- ◆ Time is of the essence
- ◆ **Raise the alarm** by pressing the SIMS Alert button, call Reception/Main Office (**ext 2001**) and send one of your students to Reception/Main Office to request welfare assistance (they can run) or alert via walkie talkie/radio (if you have one) using the correct channel
- ◆ We will need to know the **full name** of the student, **location** of where you are – what room/space you are currently in & **brief description** of what is happening (i.e. having a seizure/not breathing/unconscious, if they appear to be suffering an allergic reaction or are a known epi-pen user – if they are having a seizure move any chairs/tables away from the student)
- ◆ Never leave the student alone and stay with them until a First Aider arrives
- ◆ Ask the other students to leave the room

## If you are on your own with a student:

- ◆ Time is of the essence—if they are having a seizure move any chairs/tables away from the student
- ◆ Go to your nearest class room (if there is not a passer-by in the corridor) or alert via walkie talkie/radio (if you have one) using the correct channel
- ◆ Tell the teacher in the class room to **raise the alarm** by pressing the SIMS Alert button, call Reception/Main Office (**ext 2001**) and to send one of the students to Reception/Main Office to request welfare assistance
- ◆ Give them the **full name** of the student, **location** of where you are – what room/space you are currently in & a **brief description** of what is happening (i.e. having a seizure/not breathing/unconscious, if they appear to be suffering an allergic reaction or are a known epi-pen user – if they are having a seizure move any chairs/tables away from the student)
- ◆ Return to the student and stay with them until a First Aider arrives



Miss Andrews Miss Dean Miss Gallagher From November 2023 Miss Hart First Aid Lead Mr John



Mrs John Mrs McFadyen Miss McGonigal Mr Nakajima Miss O'Leary

*If you are unsure of anything, please feel free to ask a member of the Welfare Team in the Main Office*



# Emergency Procedures for Visitors

*Updated for the 2023/24 academic year*

*There is no on-site parking for visitors and upon arrival to school site, visitors will be instructed to make their way to Reception—visitors **must be signed in and out at Reception***

*Visitors **must** provide the details of their staff liaison/point of contact who should be supervising their visit; visitors **cannot make own their way** around school site without an recent DBS check and formal photographic identification being reviewed by Reception; visitors must also wear a form of identification, such as a sticker/badge/lanyard indicating the nature of their visit*

***A full visitors guide can be found on the school website prior to the visit & hard copies can be found in Reception***

**CEO**  
Dame Alice Hudson

**Headteacher**  
Mr Mark Bedford

**Twyford Church of England High School**  
Twyford Crescent | Acton | London | W3 9PP |  
t: (020) 8752 0141 | f: (020) 8993 7627  
e: [office@twyford.org.uk](mailto:office@twyford.org.uk) | w: [www.twyford.org.uk](http://www.twyford.org.uk)

# Safeguarding Procedure

If you have any concerns about the safety of any students please contact the Safeguarding Team on Extension 2500 or by emailing [ChildProtection@twyford.org.uk](mailto:ChildProtection@twyford.org.uk)  
**Out-of-hours Safeguarding Emergency contact (4:30pm—6:00pm): 07895923462 or 07895480191**  
**After 6:00pm, please contact the Police on 101 or 999**

- ◆ Give brief details of your concerns or an account of what happened
- ◆ One of the team will act immediately; if there is a delay please report to Reception in the Elms Office Building
- ◆ As with all safeguarding concerns, please remember that you cannot promise confidentiality when a child's safety is at stake—please tell the child that you will refer the issue to a safeguarding officer
- ◆ All students have been made aware of the identities of the Child Protection team and our Safeguarding Team document is included in their student planners and in every classroom and communal space
- ◆ Child Protection Officers will investigate a case and make a decision as to whether to refer to the Child Protection Service in the relevant Borough
- ◆ All information will be confidential to the team and the Headteacher, although relevant staff will be notified that there is a Child Protection case in process

## Our Safeguarding Officers



Mr Douglas  
Designated Officer



Mr MacDonald-Brown  
Deputy Designated Officer



Mr Bennett



Mrs Kearey



Miss Bajwa



Mrs Woodham



Mrs Easton

# Fire Safety Procedure

If anyone can see/sense a fire or other imminent danger in the school buildings, they should report it to a teacher or to Reception

## Students:

- ◆ All books, bags and equipment will be left in the classroom
- ◆ Maintain silence and listen for any further instructions that may be given by staff
- ◆ As they leave the classroom students must walk quickly (**but not run**) in single file, keeping to one side of any staircase, leaving the centre free for emergency services
- ◆ All students to assemble as a Tutor group in a single line, in alphabetical register order
- ◆ All students must **remain silent** until the evacuation procedures are over
- ◆ No students should go back into buildings until instructed by Senior Teachers

## Staff - teaching when alarm sounds:

- ◆ Dismiss students in silence from your classroom door
- ◆ Once the last person is out of the class lock the door (*if you have a key*)
- ◆ Move quickly to the front of your class – reminding them of the need for silence if necessary
- ◆ Walk your class to the Elms lawn/basket ball court/back playground then move to your tutor group

## Staff - not teaching when alarm sounds:

- ◆ Leave office immediately and make your way to the front of the Elms
- ◆ Please support silent movement of students as you do this
- ◆ Please remain silent outside the Elms

## Fire alarm other than at lesson time:

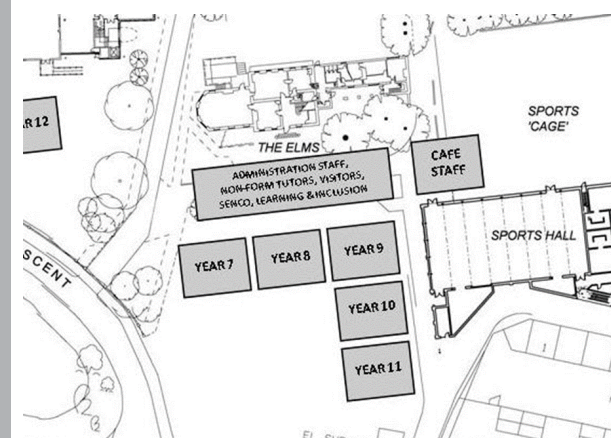
- ◆ If a continuous ringing bell is heard at Break or Lunch times all students & all staff will proceed to the Elms Lawn

## Fire alarm - summary:

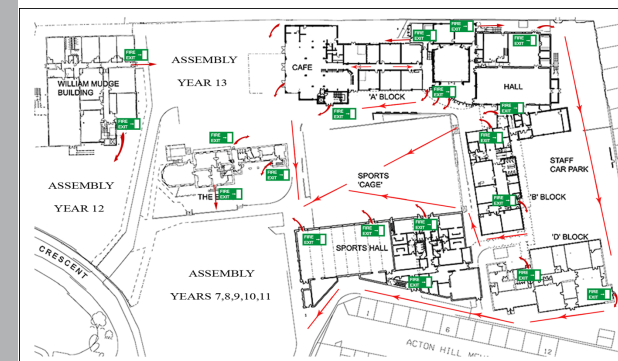
- ◆ Walk **in silence** to the Elms lawn
- ◆ Line up in register order **in silence**
- ◆ Follow instructions from staff immediately

# Fire Safety Diagrams

## Fire assembly points



## Exit routes for each block



**Emergency medication including:**  
**A defibrillator**  
**Emergency epi-pens**  
**Emergency asthma inhaler pumps**

**Found in Reception and in the Music College Office/outside of the Performance Centre**