




**BLOOM WORLD
ACADEMY**

Reference Number

BWA-21

Lockdown Policy	
Audience and coverage	School community
Published where	Staff and student handbook
First release date	January 2025
Last reviewed	August 2025
Next review	August 2026
Owner	Nicola Upham, Principal – Well-being and Development
Reviewer	John Bell, Executive Principal 



BLOOM WORLD ACADEMY

1. Aim

Bloom World Academy (BWA) considers this policy to be:

- an essential part of the school;
- supportive to staff and students in managing certain situations;
- an important framework that will ensure consistency in applying values and principles throughout the establishment;
- a roadmap for day-to-day operations;
- compliant with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- aligned to the school's guiding statements and identified goals which are formed in strategic leadership meetings.

2. Statement of intent

BWA believes this policy to be a working document that is fit for purpose, represents the school ethos, mission and vision, enables consistency and quality across the school and is related to the relevant UAE legislation.

3. Scope

This policy applies to all stakeholders. This policy applies 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.

4. Unique definitions

A shared understanding of the following definitions are integral to the implementation of this policy, and as such staff should endeavour to use the correct terminology at all times.

5. Processing and practice

The follow narrative is explicit in its guidance, consistency, accountability, efficiency, and clarity on how the school operates with regard to lockdown procedures.

Bloom World Academy is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and Staff may then be locked within buildings for their own safety.



BLOOM WORLD ACADEMY

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.

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.

Authorised Persons' Role:

If recognising the situation calls for lockdown, the Executive Principal or Authorised Person immediately locks doors leading to the security office. He/she then sounds the Lockdown warning signal, a recorded message 'Please stay inside the classrooms' and telephones the Police (999).

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, all students and adults must 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 recognized by the wearing of a "Visitors Pass". Inversely any person not wearing a BWA branded badge, or a Visitors Pass 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 locking the door and assuming lockdown.
- If people are on the sports field, they need to approach the nearest building, and get into that room before it is locked down. The swimming pool changing rooms are a designated lockdown room, PE Staff should immediately move students from the pitches to this area.



BLOOM WORLD ACADEMY

- If students are in the bistro and the lockdown is sounded, all students should move immediately to the nearest junior classroom. Canteen Staff will go to the janitor room, which will be secured.
- If students are in the Lumos Lab or PODS, and the lockdown is sounded, all students should move immediately to the nearest classroom.
- If Staff or students are in the Junior or Senior Research centres and the lockdown is sounded, all students and Staff should move immediately to the Art rooms.
- If Staff or students are in the pool, they should move immediately to the changing rooms or Sports Hall.
- If Staff or students are on the tennis courts and the lockdown is sounded, they should move immediately to the Sports Hall.
- If Staff or students are in the forum, they should move immediately to the sports hall.
- 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 floor 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 rooms being used.
- Students should not be locked into a room without adult supervision
- Students mobile phones should remain turned off.
- Staff mobile phones should be set to silent.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until the all clear is announced. 'Thanks for your cooperation, you can now return to normal activities'
- After the "all clear" is sounded, the Executive Principal can authorise the contacting of parents, if appropriate.

Security:

When lockdown alarm message sounds, the security team will lock the main gate to entrance of the school and go to the security office or to the nearest room, whichever is closest, which will be secured.

Intruder procedures:

All visitors to school must first register at the security office, receive a "Visitors Pass" 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.



BLOOM WORLD ACADEMY

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:

- When alerted to the presence of an intruder, take another Staff member with you to help deal with them.
- Ask a third Staff member who is not involved to call the Office.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Executive Principal to have the Police called.
- 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 and as soon as is safe to do so report the situation to the Executive Principal, to have the Police called immediately.

6. Roles and responsibilities

With regard to implementation of this policy roles and responsibilities are clearly stated below

Executive Principal:

It is the responsibility of the *Executive Principal* to:

- Announce the lockdown over the public address system.
- Ensure communication with local authorities and emergency services.
- Coordinate with staff to secure all buildings and ensure all students and staff are safe.
- Provide regular updates to parents through established communication channels.

Teachers:

It is the responsibility of the *Teachers* to:

- Lock classroom doors and windows immediately.
- Keep students calm and quiet.
- Take attendance and report any missing or extra students to the administration.
- Follow the lockdown protocol and prepare to provide first aid if necessary.

Security Personnel:

It is the responsibility of the *Security team* to:

- Monitor and secure all entry and exit points to prevent unauthorised access.
- Assist in the safe evacuation of students and staff if required.



BLOOM WORLD ACADEMY

Support Staff:

It is the responsibility of the *Support staff* to:

- Assist in securing common areas such as hallways, bistros and sports hall.
- Help account for all students and staff.
- Provide assistance to teachers and administration as needed.
- Ensure that any students or staff with additional needs are attended to.

Administration:

It is the responsibility of the *Administration team* to:

- Manage communication lines, ensuring updates are passed to all relevant parties.
- Keep a log of events and actions taken during the lockdown.
- Support the Executive Principal in liaising with emergency services and parents.
- Handle inquiries from parents and provide information as appropriate.

Students:

It is the responsibility of the *Students* to:

- Follow the teacher's instructions immediately and without question.
- Remain calm, quiet, and stay in the designated safe area within the classroom.
- Turn off or silence mobile phones to avoid drawing attention.
- Assist classmates if needed and ensure everyone remains together and safe

Parents:

It is the responsibility of the *parents* to:

- Refrain from calling or texting their children to keep communication lines open and avoid compromising the lockdown.
- Wait for official communication from the school before taking any action or coming to the school.
- Trust and follow the instructions provided by the school and emergency services.
- Update their contact information with the school to ensure they receive timely notifications and updates.

7. Associated documentation

When implementing a policy consideration must be given to how it aligns and supports other policies. To ensure consistency this policy is fully aligned with the following key policies:



BLOOM WORLD ACADEMY

- Health and Safety
- Fire Evacuation
- Positive behaviour

8. Training implications

Copies of this policy will be disseminated via the Parent and Staff handbooks, the school website and other appropriate areas around the school.

We will ensure all staff are aware of this policy at the beginning of each academic year and that sufficient trained staff are available to implement the policy, including in contingency and emergency situations

This policy will be reviewed as part of the school's two-year review cycle, and at times when our emergency management procedures are under review.

9. Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

10. Equity Impact Assessment

We have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief.

This policy has been equality impact assessed and we believe that it is fair, it does not prioritise or disadvantage any member of staff or student and it helps to promote equality at this school.