

**ENGLISH
INTERNATIONAL
SCHOOL OF TUNIS**
British Curriculum



EIST Lockdown Policy 2025-2026

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1. Scope / Rationale / Framework

1.1 Scope

This policy applies to all students, staff, visitors, volunteers, contractors, and external providers present on the school premises during school hours or while participating in any school-related activity, including educational visits, extracurricular activities, duties, events, and school transportation.

The policy outlines the procedures and expectations to be followed during any emergency situation requiring a lockdown in order to protect the safety and wellbeing of all members of the school community.

All members of staff are expected to be familiar with this policy and participate in lockdown training sessions, emergency briefings, and scheduled drills throughout the academic year.

1.2 Rationale

The school recognises its responsibility to provide a safe and secure environment for all students, staff, and visitors. In certain emergency situations, it may become necessary to restrict movement and secure the school premises through a lockdown procedure.

A lockdown may be required in response to situations including, but not limited to:

- An armed or suspicious individual on or near the school premises;
- An unauthorised or dangerous person within the school;
- Civil disturbances or police instructions;
- Environmental hazards such as gas leaks, chemical spills, or nearby emergencies;
- Any external or internal threat that may place the school community at risk.

The purpose of this policy is to:

- Ensure rapid and organised emergency response procedures;
- Minimise risk and potential harm;
- Promote calm, controlled, and safe behaviour during emergencies;
- Support safeguarding and health and safety responsibilities;
- Ensure consistency in emergency procedures across all sections of the school.

1.3 Framework

This policy is grounded in the school's commitment to safeguarding, health and safety, emergency preparedness, and student wellbeing.

The implementation of this policy is guided by the following principles:

Safeguarding First

The safety and wellbeing of students, staff, and visitors remain the school's highest priority during any emergency situation.

Clear Communication

Effective communication is essential during lockdown situations. Staff members must respond immediately to emergency alerts and follow official instructions without delay.

Preparedness and Training

The school is committed to ensuring that all staff and students are familiar with lockdown procedures through regular drills, staff training, induction procedures, and emergency briefings.

Calm and Controlled Response

All members of the school community are expected to remain calm, silent, and cooperative during lockdown procedures in order to minimise panic and maintain safety.

Shared Responsibility

Maintaining a safe school environment is a shared responsibility. All staff, students, visitors, and contractors are expected to follow lockdown procedures and cooperate fully with school leadership and emergency services where necessary.

Coordination with Emergency Services

The school will work closely with emergency services and relevant authorities during any serious incident requiring lockdown procedures.

2. Aims/Objectives

The aim of this policy is to establish clear, consistent, and effective procedures to protect all members of the school community during an emergency situation requiring a lockdown.

The objectives of this policy are to:

- Ensure the safety, security, and wellbeing of all students, staff, visitors, and contractors during emergency situations;
- Provide clear guidance and procedures to be followed during a lockdown;
- Enable staff and students to respond quickly, calmly, and safely in order to minimise risk and harm;
- Ensure effective communication and coordination during emergency situations;
- Support safeguarding, health and safety, and emergency preparedness responsibilities across the school;
- Minimise panic, confusion, and disruption during incidents;
- Ensure all staff members understand their roles and responsibilities during a lockdown;
- Ensure students understand the importance of following instructions immediately and remaining calm during emergencies;
- Promote consistency in lockdown procedures across all sections of the school;
- Ensure regular lockdown drills, training sessions, and emergency briefings take place throughout the academic year;
- Strengthen the school's ability to respond effectively to internal or external threats;
- Support collaboration with emergency services and relevant authorities where necessary.

Through this policy, the school seeks to maintain a safe, prepared, and well-organised environment in which all members of the school community understand their responsibilities during emergency situations.

3. Glossary & Terms (Definitions)

1.1 Lockdown

A security procedure implemented to protect students, staff, and visitors by restricting movement and securing classrooms and school areas during an emergency situation or potential threat.

1.2 Emergency Lockdown Alarm

The designated emergency signal used to indicate that lockdown procedures must begin immediately. This alarm is different from the fire alarm system and may consist of a civil defence siren, announcement, or authorised emergency communication.

1.3 All clear

The official instruction given by the designated member of staff, Senior Leadership Team, or emergency services confirming that the lockdown situation has ended and normal movement may safely resume.

1.4 Secure Area

Any classroom, office, or designated space that can be locked or secured to protect individuals during a lockdown situation.

1.5 Designated Staff Member

A member of the Senior Leadership Team, safeguarding team, security personnel, or another authorised staff member responsible for coordinating and managing lockdown procedures.

1.6 Emergency Services

External authorities including police, ambulance, civil defence, fire services, or other emergency response agencies involved in managing serious incidents.

1.7 Shelter-in-Place

A safety procedure requiring individuals to remain indoors or within a designated safe area due to an environmental or external hazard, while normal movement around the school is temporarily restricted.

1.8 Threat

Any situation, behaviour, person, object, or circumstance that may place the safety, wellbeing, or security of the school community at risk.

1.9 Evacuation

The organised movement of students, staff, and visitors away from a dangerous area to a designated safe location when remaining inside the building is no longer considered safe.

1.10 Safeguarding

Actions and procedures implemented by the school to protect the health, safety, wellbeing, and rights of students and staff.

1.11 School Community

All students, staff members, visitors, volunteers, contractors, and external providers present on the school premises or involved in school activities.

1.12 Emergency Communication Groups

Official school communication groups or platforms used by staff during emergencies to share urgent information, lockdown instructions, safety updates, or operational guidance.

5. Reporting & Dealing with Incidents

All lockdown-related incidents, concerns, or breaches must be reported immediately to the designated senior leader or member of the Emergency Response Team (ERT). This includes any suspicious activity, security threats, unauthorised visitors, communication failures, or instances where lockdown procedures were not followed correctly.

During a Lockdown

- Staff must remain calm and follow the agreed lockdown procedures at all times.
- Any immediate threat or emergency concern must be communicated to the designated leadership team using the agreed communication system.
- Staff must not leave secured areas unless instructed to do so by the Head of School, Emergency Services, or the designated lockdown lead.
- Attendance registers should be completed promptly, and any missing students, staff, or visitors must be reported immediately.

After a Lockdown

Following the conclusion of a lockdown:

- The Head of School or designated senior leader will confirm when it is safe to resume normal operations.
- Any injuries, safeguarding concerns, damages, or procedural issues must be recorded and reported.
- Staff involved may be asked to provide written statements or incident reports.
- Parents will be informed where appropriate, using the school's official communication channels.
- The school leadership team will conduct a review of the incident to evaluate the effectiveness of the response and identify any improvements required.

Recording Incidents

A formal written record of all lockdown incidents and drills will be maintained by the school. Records should include:

- Date and time of the incident or drill
- Nature of the incident
- Actions taken
- Staff and students involved
- Communication issued
- Outcomes and follow-up actions
- Recommendations for future improvements

Support Following an Incident

The school recognises that lockdown situations may cause distress or anxiety. Appropriate pastoral support will be provided to students, staff, and families following any significant incident where necessary.

6. Enforcement of Policy

All members of the school community are expected to comply fully with the Lockdown Policy and associated procedures. Failure to follow lockdown instructions may place individuals and others at risk and will be treated seriously.

Staff Responsibilities

All staff are responsible for:

- Familiarising themselves with the Lockdown Policy and emergency procedures
- Participating in required training and lockdown drills
- Following instructions issued by the Emergency Response Team (ERT) or senior leadership during an incident
- Ensuring students remain calm, safe, and supervised throughout a lockdown situation

Failure by staff to comply with the policy, without reasonable justification, may result in further investigation and appropriate management action in line with school procedures.

Student Responsibilities

Students are expected to:

- Follow staff instructions immediately and without disruption
- Remain calm, silent, and in designated safe areas during a lockdown
- Avoid the use of mobile phones or other devices unless instructed otherwise
- Refrain from spreading misinformation or causing panic during or after an incident

Any deliberate misconduct, refusal to comply, or behaviour that compromises the safety of others will be addressed in accordance with the school's behaviour policy.

Visitors and Contractors

All visitors, contractors, and external providers on site are required to follow staff instructions and comply with lockdown procedures at all times while on school premises.

Monitoring and Review

The school leadership team will monitor the implementation and effectiveness of this policy regularly. Any concerns, breaches, or recommendations arising from drills or real incidents will be reviewed, and appropriate actions will be taken to strengthen procedures and ensure ongoing compliance.

Site Security Measures

The school maintains a range of security measures to support the effective implementation of this Lockdown Policy and to ensure the safety of all students, staff, and visitors.

These measures include:

- CCTV cameras operating across key areas of the school site for monitoring and safeguarding purposes
- Large secure entrance gates that are automatically opened and closed under the supervision of the security team
- Controlled access procedures, including security checks for all visitors entering the premises
- A visitor badge system, requiring all visitors and external contractors to wear visible identification badges at all times while on site
- Mandatory staff identification badges, which all staff members are required to wear throughout the school day

As all authorised staff and visitors are clearly identifiable, any unauthorised person or outsider on the premises can be quickly recognised and reported to the school leadership or security team for immediate action.



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Date:	Date:
	