



Policy: Lockdown

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Approved by Governors:

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Staff responsibilities	
Executive Headteacher/ Head of School	<i>Coordinate response, seek advice and make contact with emergency services.</i>
Other staff members	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>School office staff: communicate with parents</i> • <i>Teachers and support staff: stay with pupils, use radio where appropriate to send and receive instructions.</i> • <i>Site manager: ensure all access points are secured & equipment in place.</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Dedicated 'lockdown' alarm tone 5 individual bursts of the alarm if warning is coming from a central point</i> • <i>Internal school walkie talkies to be used. Walkie talkies are kept on Channel 1, powered on and turned up.</i> <ul style="list-style-type: none"> ○ <i>Code word – 'lockdown' to trigger lockdown procedures.</i> • <i>Any member of staff can initiate lockdown procedure using their walkie talkie if necessary.</i>
All clear signal	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Separate dedicated 'lockdown' alarm tone – 5 individual bursts of the alarm.</i> • <i>Internal school walkie talkies to be used. Walkie talkies are kept on Channel 1, powered on and turned up.</i> <ul style="list-style-type: none"> ○ <i>Code word – 'all clear' to signal end of procedure.</i>
Evacuation signal	<ul style="list-style-type: none"> • <i>Fire Alarm bell to ring if accessible.</i> • <i>Internal school walkie talkies to be used. Walkie talkies are kept on Channel 1, powered on and turned up.</i> <p><i>Code word – 'Evacuation' to signal evacuation.</i></p>
Lockdown	

Assembly points	<p><i>Children and staff will take shelter in classrooms. Children will sit under desks with the lights off. Children will move away from external doors and windows where possible.</i></p> <p><i>Office and leadership staff in school to group meeting room.</i></p>
Entrance and exit points	<p><i>External doors should be locked as part of normal school procedure. If safe to do so, these doors should be quickly checked and locked.</i></p>
Bringing pupils inside	<ul style="list-style-type: none"> • <i>When working or supervising children outside, staff to take a walkie talkie.</i> • <i>Internal school walkie talkies to be used. Walkie talkies are kept on Channel 1, powered on and turned up.</i> • <i>If lockdown is sounded, staff will signal children to return to classrooms in a calm and orderly fashion.</i>
Steps to increase protection from danger	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Lock and screen doors</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i> • <i>Identify and care for children who have temporarily left classrooms, even if from another year group.</i>
Internal communication	<p><i>Staff should try to ensure mobile phones are available in the event of an emergency.</i></p> <p><i>The main form of communication will be through walkie talkies.</i></p> <p><i>If using the walkie talkie poses danger or would attract attention, then turning down the equipment is essential.</i></p> <p><i>Word of mouth may be used to signal the all clear if necessary.</i></p>
Communication with parents	<p><i>An emergency parent mail message would be sent out to all stakeholders in the case of an emergency, ideally to let them know an incident has occurred in school which resulted in a lockdown.</i></p> <p><i>In the event of a prolonged lockdown, a message will be sent out to parents via parentmail if it is safe to do so, asking that parents not call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i></p>
Additional notes	<p><i>Pupils with additional needs will be supported in the event of a lockdown by their support member of staff and teacher. Allowances and locations will be selected to support their well being.</i></p>

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger <ul style="list-style-type: none"> • <i>Lock and screen doors</i> • <i>Position children away from sightlines from external doors and windows, for example under a desk</i> • <i>Turn off lights and monitors</i> • <i>Ensure mobiles phones and electronic devices are on silent</i> 			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			