

### Lockdown Procedures

Lockdown procedures should be seen as 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. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident in the local community (with the potential to pose a risk to the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, or air pollution (smoke plume, Gas cloud etc)
- The close proximity of a dangerous dog roaming loose

**NOTE THAT THE EXTERNAL DOORS MUST BE KEPT LOCKED IN ORDER TO MINIMISE THE THREAT OF INTRUDERS. They should only be open if: the CO2 monitor is amber and windows are already open; the class is outside (eg for breaktime, PE or outdoor learning)**

#### Lockdown Start Signal

**When there are children outside:** The HT (or other staff member) will sound 2 long blasts of a whistle in the playground and say "LOCKDOWN".

**For children already inside:** The HT (or ANY member of staff) will signal the Lockdown using our phone system **by dialling 550**. For Otter class, who do not have a phone, the message will be delivered in person by the HT or one of the office staff.

Who	What
<b>Headteacher</b>	Check hall doors and windows are locked. Close HT blinds. Meet SEMT in HT/SBM Office. Call classes if no response to the alarm within 5 mins (ie no reports of missing children or 'NONE'.)
<b>School Emergency Management Team (SEMT)</b>	HT & SBM and/ or Office staff: Will be responsible for assessing the situation and making rapid decisions. Contact via classrooms is limited and so will be through the school phone system or, if necessary, staff personal mobile phones. SEMT will be responsible for contacting emergency services and/or parents.
<b>Teachers</b>	Go/ stay with class to/in classroom (Star Room for Duckling); ensure windows, outside doors and classroom doors locked. Close blinds. Turn off lights and sit children away from doors and windows. Remain calm and reassure children. Take the register or do a headcount to check no-one is missing. Keep your mobile phone on you for contact, and text the names of any missing children, and/or adults with the class that day, or "<NONE>" to the HT using the All Staff WhatsApp group. Once you have a response, text the names of adults who are PRESENT.
<b>Office Staff</b>	(As a safety measure, keep the door closed and locked outside busy times). Ensure front doors are shut. Lock the office. Check all external doors. Meet in HT/SBM Office.
<b>Lunchbreak Supervisors</b>	On hearing the whistle, usher the children to the nearest entry point and accompany them to their classrooms. Stay calm and reassure children. Go to nominated year group and stay with a class.
<b>Kitchen Staff</b>	Ensure kitchen door is locked and close shutters. Stay in kitchen if safe. Keep your mobile phone with you.
<b>Teaching Assistants</b>	Make sure that outside doors and windows are shut. Close all blinds. Stay with the class with whom you have been working.
<b>Breakfast Club</b>	Ensure external doors are locked, close windows and curtains. Stay calm and reassure children. Usher children to Otter Class. If outside accompany children through the main entrance to Otter Class.
<b>Visitors</b>	Stay with nearest class
<b>All</b>	Stay with your class. Await further instructions by mobile phone. When the lockdown is over (see below), the headteacher or a member of the office staff will come to each classroom to tell them. NO ONE SHOULD MOVE ABOUT SCHOOL

#### **End of Lockdown**

- The end of lockdown will be decided by the Headteacher, or in his absence, the senior teacher in charge. This will be done via the All Staff WhatsApp group and the HT will also normally visit each class at the end of the lockdown..
- Remain with class until notified of a whole school assembly, which will be held as soon as possible in order to debrief and reassure children and adults.
- Parents will be notified by text that an incident has occurred and may be called to collect children early if