



Lockdown Procedures

Office procedures following an incident initiating lockdown.

Partial lockdown and evacuation <i>Verbal warning (to relevant personnel)</i>	Lockdown – stay inside <i>3 bells/whistle blasts</i>	Full evacuation (also bomb threat) <i>3 bells/whistle blasts followed by a continuous bell</i>	Lockdown over <i>Single bell/single whistle blast</i>
Notification received.	Notification received from Office Manager.	Follow the same procedures as a fire alarm.	Notification received from Office Manager.
		In the case of a full evacuation, children and staff are to assemble outside. Should the threat require children and staff to leave the site, the school community will relocate to Sidney Stringer Academy.	

Seven areas of notification:

A	B	C	D	E	F	G
Main Entrance	All Leadership Offices	Pastoral Team Room	Early Years Foundation Stage	Years 1 & 2	Year 3 & 4	Year 5 & 6 Block
Reception	Wren Room	Dining Hall			Rainbow Room	
	Conference Room	Kitchen				
Emma Cafferty	Shell Shaw	Natalie Branfield	Clare Alonzi	Neesha Patel	Clare Smith	Tara Antcliffe

- The decision to 'lock-down' the school would usually be made by the Head Teacher or Office Manager however any staff member may declare a lockdown should circumstances dictate.
- Office staff lock main doors and secure themselves in the office space.
- A member of the office staff phones the police if appropriate.
- **Signal of 3 sharp whistle blasts sounded to indicate that any staff or children outside of the building should come back into the building as soon as possible - if it is safe to do so.**
- Staff and TAs are to return to their classrooms. The Admin and Catering Teams are to remain in their areas. Lunchtime supervisors and the Premises Team are to assemble in the staffroom. The Pastoral Team are to join their designated phase.
- Phase Leaders ensure that all children and staff are in classrooms.
- Phase Leaders check all external doors are locked, **visually scan the field** and check all windows are closed in empty areas.
- Walkie-talkies should be taken to ensure ongoing communication is possible.

- Staff are told discretely that 'the school is in lockdown.'
- All staff to remain in classrooms, and **keep pupils calm and away from windows.**
- Where it is safe to do so, **adults** should close classroom windows and draw blinds to limit visibility into school.
- Phase Leaders to maintain communication with year teams about progress during lockdown.
- In the case of a full evacuation, Fire Marshalls will be responsible for checking designated areas
- The Office Manager uses a single bell to indicate the end of lockdown.

Written by: Michelle Porter

Next Review Date:

Approved by LGC:

June 2024

June 2025

11 July 2024

Signed

Susan Milewski

Chair of LGC