



Lockdown Procedure

Approved	/ /
To be reviewed	/ /
Signed (Chair of Governors)	
Signed (Proprietor)	

Plan	
Staff responsibilities	
Headteacher	Alert all staff that a lockdown is taking place. Ensure external doors are secure Alert all staff when lockdown is no longer necessary Inform parents that a lockdown has taken place
School Administrator	Alert Emergency Services. Close front gate with remote
Deputy Headteacher	Ensure external doors are locked and secure
Teachers and support staff	Reassure and stay with pupils
Signals	
Lockdown signal(s)	Headteacher to inform all staff of lockdown verbally and Teams. Staff to share message with each other.
All clear signal	Headteacher to inform all staff when lockdown ceases via Teams. Staff to share message with each other.
Evacuation signal	<i>If an evacuation is required, the Headteacher will set off the Fire Alarm. Muster point will be the front car park as per fire drill.</i>
Lockdown	
Assembly points	<i>All pupils to remain in current location during break and lunchtime or classrooms during teaching time.</i>
Entrance and exit points	Headteacher and Deputy Head to secure all external doors and windows
Bringing pupils inside	<i>If pupils are outside all staff to ensure pupils return to the building as quickly as possible. School Administrator and Attendance / Welfare Officer to print off registers and ensure all pupils are accounted for.</i>
Steps to increase protection from danger	<i>If necessary:</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>
Internal communication	<i>Microsoft Teams – Safeguarding Channel to be used for staff to communicate with each other during lockdown.</i>
Communication with parents	<i>Parents to be emailed a letter within 24 hours to inform them of the lockdown.</i>
Additional notes	<i>In extreme cases the panic alarm should be activated by pressing the two buttons in reception. The Headteacher or Deputy Headteacher will make this decision.</i>

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			
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			