



Lockdown Procedures Guide for Families

What is a 'Lockdown' Procedure?

Lockdown procedures are carried out when it is necessary to remain within the school building to stay safe. This might be due to severe weather conditions, Emergency Service Activity, intruders or unsafe animals, exposure to fumes or potential acts of violence or terrorism.

How is the alarm sounded?

In the event of needing to Lockdown the school site, staff will be alerted by the bell being sounded in short rings up to ten times. If the school bell is unable to be used, a whistle will be sounded in short bursts up to ten times on repeat throughout the school.

What do families need to do?

If the school has been locked down this will be communicated with you via email and Class Dojo. The email will outline the cause of the Lockdown and confirm that everyone is safe.

At this point it is of imperative importance that you do not come to the school site as this may put you at risk or call the school for updates as the phone lines will need to be kept clear for communication with relevant authorities. You have to trust us to keep your children safe until we communicate it is safe for us to either leave the site or for collection. Updates will be communicated via email regularly and via local radio.

Practice Drills

Drills will be carried out once or twice within an academic year. Children will always be informed and prepared for a drill and debriefed afterwards. Families will also be informed when a drill has happened to provide any additional support if required.

What happens during a Lockdown?

Upon hearing the bell or whistle:

- Pupils will be escorted to their classrooms.
- All areas of school are checked by staff e.g. toilets.
- Windows and doors will be shut and locked.
- Blinds will be closed.
- Roll call conducted.
- Pupils to remain in a safe space in the classroom until given the 'all clear'.
- Staff in classrooms will be communicated with throughout.
- Any medical supplies for pupils will be in classrooms for use as necessary.
- All classrooms will have access to a First Aid kit and means of communication.
- Senior leaders liaise with DSAT and Local Authority Emergencies Officer for on-going support and risk assessment.

