

BARKISLAND C.E. (V.A.) PRIMARY SCHOOL

LOCKDOWN PROCEDURE



This procedure should be used if the need ever arises when children are outside in order to get them inside for safety as soon as possible. It may be that a danger is spotted by staff on duty, or instructions are received from an outside emergency service.

Receiving a call advising lockdown

If possible, one member of staff should immediately start signalling a lockdown as they move through the school. The staff receiving the call should write down the name of the reporting officer, station and available details of the incident for future reference. If possible, the caller should also be asked how school will be notified that the area is now safe.

In case of an intruder, the procedure for lockdown of the school is to stay indoors, lock doors, close and cover windows. Staff, pupils & visitors should assemble in one place i.e. Sutton Hall. Some staff should be strategically positioned **INSIDE** school near to entrance points. Another staff member will man the phone and call the police and Gary Laird LA Health and Safety Officer (**07734 395176**).

Signalling a lockdown (outside)

The signal for a lockdown is 5 long blasts on a whistle, at the same time performing a visual hand signal lasso action above the head. This should be repeated until all children / staff are safely in the building.

On hearing the lockdown signal - staff

Any staff **inside** the building should signal lockdown themselves and go to the playground to assist the children's safe entry into the building, opening any fire doors to let children in the building. Doors should be held open for children to pass through safely and staff should encourage the children to keep calm. Staff should then accompany the children to the Sutton Hall or other designated place.

Kitchen staff should ensure kitchen windows are closed, then make their way to the hall.

All staff **outside** the building should carry on the lockdown signal (including lasso action if no whistle is available) and encourage the children to enter the school through the nearest fire door. Senior members of staff outside should check all areas of the outside where children may be obscured. The last members of staff to enter the building should *close the door* behind them, and join everybody in the hall, reporting to the Headteacher / Deputy Headteacher that everyone is inside.

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On hearing the lockdown signal – pupils

Any pupils inside the building should safely walk to the hall and sit in their usual assembly row position.

Any pupils outside the building should safely walk to the nearest open exit and enter the building, making their way to the hall and sit in their usual assembly place.

Once assembled in the hall and the Headteacher is happy that everybody is safely in the building, (class teachers should check all children in their class are present), staff should be assigned the following tasks.

- Office staff to return to the office to receive further instruction / advice from the emergency services and feedback to the Headteacher.
- Hall windows should be closed.
- Staff should return to their classrooms and close external windows before returning to the hall.

Sharing lockdown procedures

Lockdown practice should take place at least once per term and the procedure should be shared with new staff / parent volunteers. A copy of the lockdown procedure should be kept in the classroom.