

Whitminster Endowed Cof E Primary School



Lock Down Procedure
Written by : A Parry-Jones
Agreed by Governors: School
Development Spring 2025
Review Date: Autumn 2027

Lock down procedures are important and would be used in response to an internal or external incident which could threaten the safety of children and staff in school. Lockdown procedures may be activated in response to any number of situations such as:

- 1. A reported incident or disturbance in the community**
- 2. An intruder on site**
- 3. A warning being received regarding a local risk of air pollution (smoke, gas cloud)**
- 4. A major fire in the vicinity of the school**
- 5. The close proximity of a dangerous dog**

The procedure aims to minimize disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Our procedure is as follows:

- In the event of an emergency a signal of a what's app call to alert all staff.
- This means the school will carry out the lockdown procedure
- Staff will ensure that all pupils are inside the school buildings which may include the Elliot building
- If children are outside staff will bring them back into a classroom.
- All outside doors will be locked
- Windows closed that may be open
- Blinds closed on all glass areas
- Inside door shut with a door stop placed in the door to stop it being opened.
- Turn off lights
- A head count will be taken and any child/adult not present will be notified to the head/teacher in charge and office staff who will arrange for a search for the missing child/adult.
- Staff will ensure all outside doors are locked and all key pad doors have the key pads engaged (internal hall door).
- In the event of the need to call emergency services the head/teacher in charge and office staff will dial 999 and request the emergency service required
- The all clear signal will be given by the head/teacher in charge and /or office staff in person to each class
- A parent message will be sent to advise of the emergency and a note will be posted on the ticker of the website
- Dependent on the type of lockdown and there is still a warning at 3.15 the children will only be released from school front door to their parents or a nominated representative. Any children that are not collected will be taken to the hall and be supervised until parents come to collect them and take them home. It is unlikely that parents will be required before the usual end of day.

LOCKDOWN CHECKLIST

Signals	
Signal for lockdown	In the event of an emergency a signal of (e.g three short, three long, three short intermittent bells (SOS)) will be rung continuously using the fire bell to create the signal. Currently what's app call made to staff
Signal for all-clear	Head teacher will inform staff

Lockdown	
Rooms most suitable for lockdown	Hall, Classrooms and Elliot
Entrance points (e.g. doors, windows) which should be secured	Front of school and external Hall door Elliot front and internal door
Communication arrangements	<ul style="list-style-type: none"> ▪ Mobile phones ▪ Instant messaging / email
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref'	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	

L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
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