



# ST EGWIN'S C.E. MIDDLE SCHOOL

## Lockdown Policy

Updated – November 2020  
Review Date - November 2021

Signed by:	
Head Teacher	
Chair of Governors	
Date Adopted	8/11/20
Date of Review	8/12/21

Procedures for Lockdown	
Staff responsibilities	
Headteacher [Lockdown Manager]	<p><i>Not in specific order:</i></p> <ol style="list-style-type: none"> <li>1. Sound alarm (see below).</li> <li>2. Make contact with emergency services.</li> <li>3. Make contact with the Local Authority.</li> <li>4. Pick up Emergency Procedure folder from reception.</li> <li>5. Manage the procedure if possible (or delegate).</li> <li>6. Communicate with staff and other stakeholders.</li> </ol>
Other senior staff [deputise as Lockdown Manager in the absence of the HT]	<p><i>In order but dependent on which staff are free.</i></p> <ol style="list-style-type: none"> <li>7. Deputy Headteacher, Assistant HTs, SENCO, other senior staff: deputise, if needed.</li> </ol>
Other staff members	<ol style="list-style-type: none"> <li>8. Communications team JM/NW/office communicate with parents via website/Parentmail using pre-prepared message: <b>“As of (time) on the (date), St. Egwin’s CE Middle School is in a state of lockdown due to an incident. Please do not call the school or attempt to come to the school. Await further instructions via the school website front page and/or Parentmail.”</b></li> <li>9. Teachers and support staff: stay with pupils.</li> <li>10. Site manager: ensure all access points are secured/access to school for emergency services is permitted.</li> <li>11. Office staff: support the Lockdown Manager if possible.</li> </ol>
Signals	
Lockdown signal & communication	<ol style="list-style-type: none"> <li>12. Dedicated ‘lockdown’ alarm tone (sustained, repeated bell)</li> <li>13. Internal message systems: staff permitted to carry mobile phones on vibrate and/or school email following lockdown bell.</li> </ol>
All clear signal	<ol style="list-style-type: none"> <li>14. Internal message systems.</li> <li>15. Senior staff face-to-face.</li> <li>16. Emergency service face-to-face.</li> </ol>
Evacuation signal	<ol style="list-style-type: none"> <li>17. Fire bell [sustained, unbroken bell]</li> </ol>
Lockdown	
Assembly points	<ol style="list-style-type: none"> <li>18. Remain in classrooms if possible [pupils silent as for evacuation &amp; register taken].</li> <li>19. Move to nearest work-space if not already in one.</li> <li>20. Groups being taught outside: return to classroom if safe. E.g. PE – to sports hall/changing rooms.</li> </ol>

	<p>21. <i>Remain outside away from any perceived risks – can access PHHS.</i></p> <p>22. <i>Lunchtime and break: return to form rooms.</i></p> <p>23. <i>Any children in offices in medical room or reception area to be collected by admin team and taken to nearest securable and safe space.</i></p>
Entrance and exit points	<p>24. <i>Quickly secure these. Lock doors and windows if possible.</i></p>
Bringing pupils inside outside of break or lunch.	<p>25. <i>Senior staff will use whistles and face-to-face commands to bring pupils inside if being taught outside.</i></p> <p>26. <i>Lockdown Manager will advise PE groups where to go if the sports hall/changing rooms are not appropriate.</i></p>
Steps to increase protection from danger	<p>27. <i>Lock/barricade doors with a table, etc.</i></p> <p>28. <i>Close and lock windows.</i></p> <p>29. <i>Close blinds.</i></p> <p>30. <i>Position children away from sightlines from external doors and windows, for example under a desk</i></p> <p>31. <i>Turn off lights and screens.</i></p> <p>32. <i>Ensure mobiles phones and electronic devices are on silent, or turned off.</i></p>
Internal communication	<p>33. <i>School email.</i></p>
Communication with parents/carers	<p>34. <i>We will use Parentmail and the school website to communicate the message above.</i></p>
Additional notes	<p>35. <i>Lockdown Manager has to make a decision if they are safe to move from a lockdown position to manage the situation.</i></p> <p>36. <i>Record any incidents.</i></p> <p>37. <i>Review any incidents.</i></p>