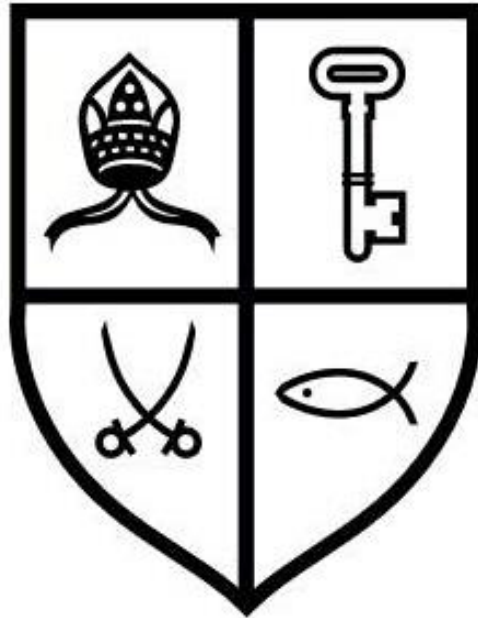


# St. Egwin's CE Middle School



## Lockdown Policy

Signed by:	
Head Teacher	Mr N Pullan
Chair of Governors	
Date Adopted	8/11/18
Date of Review	8/11/19

Procedures for Lockdown	
Staff responsibilities	
Headteacher [Lockdown Manager]	<p><i>Not in specific order:</i></p> <ol style="list-style-type: none"> <li>1. <i>Sound alarm (see below).</i></li> <li>2. <i>Make contact with emergency services.</i></li> <li>3. <i>Make contact with the Local Authority.</i></li> <li>4. <i>Pick up Emergency Procedure folder from reception.</i></li> <li>5. <i>Manage the procedure if possible (or delegate).</i></li> <li>6. <i>Communicate with staff and other stakeholders.</i></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. <i>Deputy Headteacher, Assistant HTs, SENCO, other senior staff: deputise, if needed.</i></li> </ol>
Other staff members	<ol style="list-style-type: none"> <li>8. <b>Communications team JM/NW/office communicate with parents via website/Parentmail using pre-prepared message: <i>“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.”</i></b></li> <li>9. <i>Teachers and support staff: stay with pupils.</i></li> <li>10. <i>Site manager: ensure all access points are secured/access to school for emergency services is permitted.</i></li> <li>11. <i>Office staff: support the Lockdown Manager if possible.</i></li> </ol>
Signals	
Lockdown signal & communication	<ol style="list-style-type: none"> <li>12. <i>Dedicated ‘lockdown’ alarm tone (sustained, repeated bell)</i></li> <li>13. <i>InVentry screen with message all staff computers that are currently in use.</i></li> <li>14. <i>Internal message systems: staff permitted to carry mobile phones on vibrate and/or school email following lockdown bell.</i></li> </ol>
All clear signal	<ol style="list-style-type: none"> <li>15. <i>Internal message systems.</i></li> <li>16. <i>Senior staff face-to-face.</i></li> <li>17. <i>Emergency service face-to-face.</i></li> </ol>
Evacuation signal	<ol style="list-style-type: none"> <li>18. <i>Fire bell [sustained, unbroken bell]</i></li> </ol>
Lockdown	
Assembly points	<ol style="list-style-type: none"> <li>19. <i>Remain in classrooms if possible.</i></li> <li>20. <i>Move to nearest work space if not already in one.</i></li> </ol>

	<p>21. <i>Groups being taught outside: return to class if safe. PE – to sports hall/changing rooms.</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 monitors.</i></p> <p>32. <i>Ensure mobiles phones and electronic devices are on silent, or turned off.</i></p>
Internal communication	<p>33. <i>Text/school email.</i></p>
Communication with parents/carers	<p>34. <i>We will use Parentmail and the school website to communicate the message below.</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>