Brightwalton C.E. Primary School

LOCKDOWN PROCEDURE

1. **Activate the lockdown alarm.** If you are unable to then ring the office on 700 or use the phone Tanoy system by dialing 600.
2. Get all pupils and staff into **classrooms** or **safe areas**
3. If a child is in the toilet, additional adult to get them or phone the office to get the child to a secure place
4. Ensure means of access to the building are **secure**
5. **Lock** classroom doors, **close** blinds and windows
6. **Turn off lights** if necessary
7. Keep children seated and **away from doors and windows**
8. Maintain a **calm atmosphere** and keep alert to the emotional needs of the pupils
9. Try to keep pupils engaged in a **quiet** activity or game. Ensure phones are on silent.
10. **Do not let anyone leave** a classroom unless directed to by a police officer or as part of a considered evacuation
11. Teachers should **remain with their pupils** at all times
12. If the teacher is out of the classroom at the time of the incident they should attempt to return **if safe to do so**. If this is too dangerous/risky they should try to make contact with their pupils as soon as possible.
13. **Restrict access** to the site if possible and safe to do so. Parents should be strongly encouraged not to try to access the school during a lockdown procedure. If necessary and safe to do so direct parents and any other persons arriving at the school away from the site, or if appropriate to shelter in the school building.
14. Head teacher, office staff and non-teaching staff who can be safely assembled, should form a **School Emergency Response Team**.
15. When the incident is over/it is safe to do so, office staff or HT will let teachers in classrooms know by knocking on the classroom door or ringing the classroom telephone and giving the password.

If the children are outside, teachers/supervisors should, depending on the situation, consider what the safest options are:

1. Move to the nearest building that can be secured and has an alternative escape exit
2. Hide
3. Disperse (including offsite)
4. Take cover

An incident that requires a lockdown response will trigger a Police response. The Police will take responsibility for the scene and their instructions should be followed in a calm manner.