

Lockdown Procedure	
Staff responsibilities	
Head of School	<i>To be the lead Lockdown Leader. To contact emergency services. To manage the alert to each classroom.</i>
Other Staff	<p><i>Mrs Moorhouse/Mrs Rose – Back up Lockdown Leaders.</i></p> <p><i>Mrs Watts - - Back up Lockdown Leaders.</i></p> <p><i>In case of HT absence, office staff to consult with L Brewer in Class 1 to initiate lockdown procedures.</i></p> <p><i>Control Area – Main school office.</i></p>
Circumstances that the school will call a lockdown	<ul style="list-style-type: none"> • <i>Aggressive/violent visitor</i> • <i>Dangerous animals</i> • <i>Environmental hazard</i> • <i>Hostage incident</i> • <i>Terrorist incident</i> <p><i>The lockdown should involve the whole school. Stay Safe principles must take precedence (Run>Hide>Tell) if the nature of the threat is such that the school procedure cannot be implemented e.g. aggressive terrorist attack</i></p>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Internal message systems – Lockdown Leader to run to each class to inform them of the lockdown</i>
All clear signal	<ul style="list-style-type: none"> • <i>Internal message systems – Lockdown Leader gives the all clear.</i>
Evacuation signal	<i>If we need to evacuate the school instigate the fire alarm signal. Assemble on the driveway opposite the school if appropriate.</i>
Lockdown	
Communication to external agency	<i>Office Staff to contact Local Authority and Emergency Services.</i>
Assembly points	<i>All pupils remain in the classroom. Each class teacher must make a dynamic risk assessment at the time regarding whether to move children from their classroom to another area in the school.</i>

LOCKDOWN PROCEDURE COCKWOOD PRIMARY SCHOOL 2023

Entrance and exit points	<p><i>Front door – HOS or office staff to lock the front door. Key for the main door to the school will be kept in the key cupboard on the bottom of the box – stuck down with sellotape. To not be removed by any person unless there is a lockdown procedure needed.</i></p> <p><i>Class 1 staff – lock the classroom door. If key not available – push desk against the door. Back door locked.</i></p> <p><i>Class 2 – shut classroom door and lock. If no key, push desk against door after Lockdown Leader has returned to office.</i></p> <p><i>Class 3 staff – run to remove pupils from the toilet area/playground – to remain in Class 3 area. To lock the back door when children are inside the building. If needed, both classes to congregate in Class 2.</i></p> <p><i>To close sliding door.</i></p> <p><i>All pupils to get on the floor under their desks. Move away from windows and doors.</i></p> <p><i>Lockdown Leader or Class 3 staff – to ensure that the kitchen door is locked asap. Key is hanging up next to the door. Kitchen staff to come through into Class 3 and close the hatch.</i></p>
Bringing pupils inside	<p><i>Communicating a lockdown alert to staff at break times or while outside for lessons – Lockdown Leader or Class 1 staff to instruct classes to enter the building asap if lockdown is initiated. Pupils to enter the school through Class 1 or Class 3 door – not go round to the main entrance.</i></p> <p><i>Staff in classes to take a head count of their pupils as soon as lockdown begins.</i></p> <p><i>Lockdown Leader will ensure all pupils are accounted for.</i></p>
Steps to increase protection from danger	<ul style="list-style-type: none"> ● <i>Lock and screen doors</i> ● <i>Turn off lights and monitors</i> ● <i>Ensure mobiles phones and electronic devices are on silent, or turned off</i> ● <i>Close windows</i> ● <i>Close blinds</i> ● <i>Ensure fire exits can be used quickly if need be</i> ● <i>Keep pupils calm and quiet</i>
Internal communication	<p><i>Staff to email each other to communicate through the school, if verbal communication is not possible.</i></p>



LOCKDOWN PROCEDURE COCKWOOD PRIMARY SCHOOL 2023

	<i>Staff should avoid making unnecessary calls to the office as this could delay more vital communication.</i>
Communication with parents	<i>Office Staff to contact parents via email and text messaging. Parents are not to call the school or come to the school. The line must stay open for emergency services. Preferably parents are contacted after the event. School lockdown procedures are visible on the school website and parents will be signposted to this information periodically through newsletters.</i>
Additional notes	<i>Pupils with high sensitivity may need headphones or additional support.</i>
Documentation	<i>Lockdown Leader will check with the local authority about reporting requirements. Report incident through normal incident reporting mechanisms. Police may need to take statements.</i>
Debrief	<i>Debrief staff and pupils asap after the event. Contact CEO, H and S Devon for press advice. Katy Quinn – Via Teignmouth Community School 01626 774091 Devon County Council Business Team – 01392 383369 Health and Safety – 01392 382027 Legal Advice – 01392 382285</i>
Lockdown procedure written by Lorraine Curry HT	<i>Review by Alison Roper and Governors</i>
Date: March 23	<i>Review date: Spring 2024</i>

Checklist

Lockdown procedures will be practiced twice per year. Lockdown drills will be recorded in the fire log book.

Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			

LOCKDOWN PROCEDURE COCKWOOD PRIMARY SCHOOL 2023

Secure entrance points			
Contact emergency services Police 999 Fire 999			
Staff take action to increase protection – lock doors, children hide under desks, move away from doors and windows, close windows and blinds Check the poster.			
Make sure pupils and staff are aware of exit points.			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

In the event of the Lockdown Signal Alert – (Lockdown Leader will say the word **LOCKDOWN**) stay indoors in the classroom that you are in. If you are outside make your way to the nearest classroom through the Class 1 door or Class 3 door – do not go near the main entrance.

Staff will be kept informed via email/text if verbal instructions cannot be heard or passed on.

Instructions will be sent via email – which the children should not see. Always ensure your class laptop is on during the teaching hours of the day. The Sunny Room phone may be used as communication and the Class 2 phone on the mezzanine.

If you are with the children it is important to:

- Remain calm
- Reassure
- Ask children to be quiet and to follow your instructions