

Lockdown Procedure



Bourn Church of England Primary Academy

Approved by:	Resources Committee	Date: June 2021
Last reviewed on:	June 2018	
Next review due by:	June 2023	

1. Introduction

- 1.1. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 1.2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:
- a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
 - an intruder on the school site (with the potential to pose a risk to staff and pupils);
 - a warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.);
 - a major fire in the vicinity of the school;
 - the close proximity of a dangerous animal roaming loose.

2. Lockdown Plan

- 2.1. The School's lockdown plan is as follows:

Signals	
Signal for lockdown	Five rings of the school bell
Signal for all-clear	Verbal communication from designated person using code word

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classrooms and classroom doors locked
Entrance points to be secured.	External doors locked. All windows closed.

Level	Lockdown – Initial Response	Time and sign
1	School Administrator to sound school bell five times to signify lockdown, and use walkie talkies if needed.	
2	Lock secure entrance points to prevent the intruder entering the building. Office staff to secure front entrance. Teaching Assistants to lock external doors closest in vicinity to their classrooms. Teachers lock classroom doors and ensure all children are in the classroom.	
3	School administrator dial 999. Dial once for each emergency service required.	
4	Class teachers lower blinds and move children away from windows as much as possible.	
5	Remain inside until an all-clear has been given using the code word.	

- Staff will be alerted to the activation of the plan by five rings of the school bell or use of walkie talkies.
- Pupils who are outside of the school building are to be brought into their classroom as quickly as possible, unless this endangers them and others, in which case they should be taken away from the building.
- Those inside the school should remain inside their locked classrooms.
- Any pupils in the building but not in their classrooms (e.g. in a music lesson) should be taken into the nearest classroom.
- All external doors to be locked and windows closed.
- Staff should encourage pupils to remain calm.
- As appropriate, the school office will establish communication with the Emergency Services.
- Parents will be notified as soon as it is possible to do so via text message.
- Pupils will not be released to parents during a lockdown.
- Class teachers will not open their doors until the code word is shared.

2.2. It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan (regular practices will increase their familiarity).