



Heathfield Schools' Partnership

LOCKDOWN PROCEDURE

This procedure is to be used in the case of an emergency requiring all children to be inside the building and in a safe and secure place.

- A potentially dangerous intruder is seen on the school grounds
- A potentially dangerous dog or other animal is loose in the grounds
- The police have informed us we should use our lockdown procedure

LOCK DOWN SIGNAL: Any member of staff who observes a potentially dangerous emergency MUST SOUND A WHISTLE (continuous) to alert others. On hearing a whistle other staff must respond as follows (this may include alerting others with their whistle).

CLASSROOM STAFF

- If you are outside, ring the bell for children to go straight to their classrooms, return to the building via the nearest door and lock it (unless you can see children or staff coming towards the building).
- Close/Lock all outside classroom doors (unless you can see children or staff coming towards the building). Lock or barricade the internal door(s).
- Seat children away from door and windows (hidden corners or under tables).
- If safe to do so, retrieve your personal mobile phone (set to silent).
- If safe to do so log in to the school email account and check frequently for updates.
- Close all the windows and blinds, leaving the door blind, if there is one, until last.
- Remain until you hear the all clear signal.

Staff should have a "lockdown plan" for their own environment.

SENIOR and NON-CLASSROOM BASED STAFF

- Return with any children to the nearest secure space
- If not attending children, check the nearest toilets and that outside doors are locked, not forgetting any specialist teaching and staff rooms.
- Find a safe and secure place.

OFFICE STAFF

- Lock the front door.
- Lower the blinds.
- Bring the telephone to the floor. Call 999
- Remain out of sight under the tables/desks.
- If safe to do so log in to the school email account and give/receive updates.

PARENTS

Once we have established the facts and taken advice from the emergency services we may need to contact parents. A message may need to be sent to the parents emphasizing the children are safe and should be collected from the usual/different point.

PLAYTIME/LUNCHTIME PROCEDURE

LOCK DOWN SIGNAL:

A continuous whistle will sound. Return the children to a safe place as quickly as possible and follow the CLASSROOM STAFF procedure.

Adults must make a quick decision about the safest place. The nearer the safe place the better.

ALL CLEAR

The head teacher (senior staff) will ascertain when the situation is safe.

ALL CLEAR SIGNAL:

A bell will be sounded in all areas.