

4.11 Lockdown Plan

- a) This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations away from a perceived threat. For example when an intruder is seen on or near the school site following the Broadmoor Alert.
- b) Lockdown could also apply if the intruder is within the school buildings, in which case a quick assessment will be made as to whether it is safer to keep pupils within their classrooms or to evacuate and disperse them.
- c) The Headteacher will activate the lockdown signal, which is 3 bells rung in quick succession.
- d) The secretary will call the emergency services.
- e) Teachers will clear the halls and get all pupils and staff into the closed classrooms or safe areas (insert details of safe areas if different from classrooms).
- f) Staff will keep all pupils in their classrooms until given the all clear.
- g) Consider locking doors/gates if possible, shut/lock windows and close blinds.
- h) Turn off lights if necessary.
- i) Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- j) Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- k) Try and keep pupils engaged in a quiet activity or game.
- l) Staff will not allow anyone out of the classroom in any circumstances.
- m) Teachers will remain with their pupils at all times.
- n) If the teacher is out of class at the time of the incident, they should only attempt to go back to the classroom IF SAFE to do so. However, if this is too risky or dangerous, then they will try and make contact with the children as soon as possible.
- o) Follow the Emergency Initial Response: [1.1 flow chart and 1.2 checklist](#).
- p) Parents/carers will not (delete as applicable) be allowed to pick up their children during a lockdown procedure.
- q) If the children are outside, teachers/supervisors will use their initiative depending on the situation e.g. move them to the nearest building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover.
- r) The Headteacher will approve the all clear signal, which is 1 continuous ring of bell.