

**June
2024**

LOCKDOWN PROCEDURES

Approved:	
Review date:	

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

BALDWINS GATE CE PRIMARY SCHOOL

Baldwins Gate CE Primary School Lockdown Procedures

Keeping pupils safe is our priority and we have a plan in place for 'lockdowns'. We have lockdown procedure which will be used if there is an internal or external incident that poses a threat to pupils and staff. School lockdown procedures will come into operation if it is deemed there is a potential threat or danger to pupils as a result of:

- c A reported incident or disturbance in the local community (with the potential to raise a risk to staff and pupils in school)
- c An intruder on site
- c Risk of pollution (smoke plume, gas cloud etc)
- c Dangerous animal on site
- c A major fire in the vicinity of school

In order to warn of these dangers the lockdown alarm will sound.

The lockdown alarm is a wailing siren.

In the event of the lockdown alarm being activated:

- c Pupils to assemble in their classrooms and sit quietly with the exception of Year 6 (library) who should evacuate to the Year 5 classroom.
- c If on the playground/playing field, all outside activity should cease immediately, pupils should return to classrooms as quickly as possible.
- c Staff/visitors/volunteers/peripatetic staff who do not have a regular office or classroom will move to the nearest safe place/classroom.**
- c Staff to encourage the children to keep calm.
- c External doors are locked and internal doors closed.
- c Windows are locked.
- c Lights are turned off.
- c Blinds throughout school, including the hall, are drawn.
- c Movement of staff will be limited
- c Mrs Riley to contact emergency services if deemed necessary.
- c Registers will be taken or, if appropriate, silent headcounts.
- c PEEP plans will operate.
- c Grab bags to remain in classrooms.
- c Staff will be responsible for their class and their well-being.
- c Ongoing dynamic risk assessments will be undertaken and the situation monitored and responses made accordingly.

Communication between parents and school

School lockdown procedures will be shared with parents by newsletter and the school website.

If the school goes into lockdown, parents/carers will be sent the following message:

The school is in a full lockdown situation. During this period the telephone and entrances will be unmanned, external doors locked and nobody allowed in or out.

We ask that you:

- c Do not contact the school, as this could tie up telephone lines that are needed for contacting the emergency services.
- c Do not come into school
- c Wait for the school to contact you, informing you that it is safe to collect your child.

Training

Lockdown procedures will be practiced termly to ensure everyone knows what to do in such a situation and to ensure that staff and pupils can differentiate between the sound of the fire alarm and the lockdown alarm. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify improvements required.