

## LOCKDOWN PROTOCOL

<b>SIGNAL FOR LOCKDOWN</b> 3 BLASTS OF THE BELL	<b>SIGNAL FOR ALL CLEAR</b> VB or a member of SLT will knock on your door to signal all clear
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SENIOR LEADER	
ACTION	TIME COMPLETED OR N/A
Instruct staff member to lock school gates (Michael Potter if he is on site/if not – someone with a master key, i.e. Jo Longland, Vicky Bull)	
Decide whether it is necessary to activate an Internal Lockdown protocol below – IF YES: Instruct staff member to sound school bell three times OR Decide what action is now necessary and communicate with all others	
Liaise with Higham Ferrers Infant School	
Dial 999, inform them of the incident and request / note their advice	

INTERNAL LOCKDOWN On Hearing the Bell:	
ACTION	WHO RESPONSIBLE
Adult & pupils return to your normal classroom/year group – if you pass anyone instruct them to do the same (whether child or adult)	All adults
Adults instruct any children not in their classroom to go there	All adults
<b>IF EVENT OCCURS AT LUNCHTIME</b> Lunchtime Supervisors to follow their “wet play” procedures and remain in class areas to help supervise children. Those Lunchtime Supervisors supervising in playground should direct children back to their classrooms and then disperse themselves between years 3, 4, 5, 6.	Lunchtime Supervisors
Check that all children are accounted for – any missing = utilise other adults to find them.	Adult in charge of class
Shut outside classroom doors & windows in your area	Adult in charge of class
Children to remain quiet in the classroom	Adult in charge of class
Shut outside share area doors in your area e.g Lobby doors	SLT
Ensure pupil toilets in your year group are checked	TAs
Ensure people take action to increase protection from any attack: <ul style="list-style-type: none"> <li>• Lower blinds</li> <li>• Keep away from windows and doors</li> <li>• Reassure children</li> </ul>	Adult in charge of class
Take mobile phone	SBM / Admin
Remain in your area until an “all-clear” signal has been given OR follow the instructions of the emergency services if they tell you to leave the area.	

