



Timbertree Academy

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Timbertree Academy

Lock Down Policy and Procedures

Policy Start Date	September 2024
Policy Review Date	September 2025

Notification of Lockdown

Staff will be notified that the lock down procedure are to take place immediately on hearing the continuous Lock Down bell.

If any staff become aware of a potentially dangerous situation that may require lock down, they must inform the Head Teacher, Assistant Headteachers or Business Manager immediately to make the decision.

Procedure:

Upon hearing the bell grab your red Lockdown pack. Pick up snatch list and tablet/laptop.

Follow the **CLOSE PROCEDURE:**

- **C**lose all windows, blinds, doors and switch off lights
 - **L**ock up
 - **O**ut of sight and minimise movement
 - **S**tay silent and avoid drawing attention
 - **E**ndure as you may be in lock down for some time
1. The above signal will activate a process of any children who are outside the school building (break, lunchtime, P.E etc.) being brought back into the school building as quickly as possible and the locking of the exterior doors and gates ensuring everyone is inside the building are safe.
 2. At the given signal, the children and staff remain in the room that they are in and the staff will ensure the windows and doors are closed and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, white boards and computer monitors to be turned off.
 3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lock down procedure is engaged.
 4. In order to account for all children, the snatch list register will be taken by the class teacher. They do not need to be collected, but the class teacher will send an email to the 'all staff email' to confirm the children (including any that are not from that class) and staff present in that area. Staff to report any children that they know are out of class in order that they can be located and then accounted for.
 5. Children with a PEEP (Personal Emergency Evacuation Plan) will be supported by a member of staff to follow the action plan.
 6. Kitchen staff to pull shutters down, lock door then go to the kitchen office and lock office door. Staff to wait until all clear given.
 7. Staff who lead Forest School need to ensure that the Forest School gate is locked and that they take a walkie-talkie and mobile phone in order to email to account for the children and staff.

IF FOR ANY REASON POWER IS DOWN OR UNABLE TO EMAIL USE THE LAMINATED SNATCH LIST REGISTER TO COMMUNICATE THAT THE CHILDREN AND STAFF ARE ACCOUNTED FOR. DO THIS BY PUSHING THE REGISTER UNDER THE DOOR AND THIS WILL BE COLLECTED BY THE HEAD TEACHER, ASSISTANT HEADTEACHERS OR BUSINESS MANAGER

ALL CLEAR SIGNAL

Bell will be turned off, but everyone to wait until visited by member of SLT to give the all clear

PLEASE NOTE

1. **NO ONE SHOULD MOVE ABOUT THE SCHOOL (Exceptions of HT, AHT and BM and staff to investigate in pairs, never alone)**
2. Staff to support children in keeping calm and quiet.
3. Staff to remain in lock down positions until informed by key staff, Senior Management Team or Office Staff in person that there is an all clear.
4. As soon as possible after the lock down teachers and children return to their classrooms, take a register and notify the office immediately of any pupils not accounted for.

STAFF ROLES

1. School Business Manager to ensure that the Local Authority and the police are called if necessary
2. Headteacher or AHTs to lock the school's front doors and entrances
3. Individual teacher/TA's close classroom door(s) and windows and switch off lights/monitors.
Nearest adult to check exit doors

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – Class Dojo

Parents will be told:

'..the school is in a full lockdown situation. During this period the telephones and entrances will be un-manned, external doors locked and nobody allowed in or out ...'

Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock Down Drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

This policy and procedure will be reviewed annually as a part of the school's Health and Safety procedures.

Lock Down Plan

Management and Control

Nominated Person	Responsibility
Headteacher/Assistant Headteachers	Secure exterior doors and gates
Admin Staff	Liaison with parents
Business Manager	Initial contact with the emergency services and Local Authority
Teaching staff	Control of pupils

Signals	
Signal for Lockdown	Continuous bell ring
Signal for all-clear	Bell will be turned off but everyone to wait until visited by member of SLT to give the all clear

Lockdown	
Specified assembly points	Classrooms, offices, school hall
Entrance Points	Main School Entrance
Communication arrangements	Telephone system, mobile phones, Class Dojo

NOTES:

Initial response	Check (Tick)	Time	Signed
Ensure all pupils are inside			
Secure all entrance points to the School			
Dial 999 for each emergency service that the incident requires			
Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Sit on the floor, under tables or against the wall • Keep out of sight to avoid detection • Turn off lights and computer monitors • Close windows and doors. Close blinds where appropriate 			
Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access or the room becomes unsafe			
Check for missing or injured staff members and pupils if it is safe to do so			
Remain inside the classroom until the all clear signal has been given of unless told to evacuate by the emergency services			