

Lockdown

Identification of potential threat

The Head of School, or in their absence DSL or a member of the Executive Leadership Team and in consultation with the police if necessary, will make the decision to fully or partially lock down the School

Partial

Five sharp blasts will sound on the school bell.
ExSLT to call 999
If students are in class, they should remain where they are regardless of the time of day.
If students are on break or lunch they should move quickly and calmly to their form rooms. Form tutors should go directly to their form room

Site staff - secure external exits

Outdoor activity - students and staff returning indoors. All staff and students should return to their designated classroom or changing rooms for PE
TBN/Sixth form staff - text all 6th form students to return to school immediately if they have left the site
ExSLT - inform any PE activity on either field or tennis courts to return to changing rooms immediately and follow partial lockdown procedure

All students and staff to remain indoors
Explain to the students that this is a partial lockdown and they must remain calm and await instructions
Students are free to move around the classroom if necessary but keep movement to a minimum
Do not allow students to use their mobile phones
Close all windows in the room you are in, there is no need to lock doors
Staff should retake their register and confirm attendance with the attendance team when they are advised to do so by email
Staff should monitor their email for advice / further instructions
ExSLT will conduct an ongoing assessment based on advice from Emergency Services
This assessment will be communicated with staff via email or verbally

All Clear

Staff will be informed either by email, verbally and 5 sharp blasts on the school bell

Full

Air horns will sound continuously for 10 seconds
ExSLT will call emergency services

Fire marshals - when the air horn is heard, they repeat the air horn signal for their area ensuring the school is covered.
(All fire marshals should alert their team members to the whereabouts of the air horn should they not be available to access it)

If students are on break or lunch all students and staff should report to their form rooms

If this means moving towards danger rather than away from it this may mean moving to the nearest classroom

Escalate to Full

SLT

Any incident or developments are communicated to parents and carers as soon as is practicable.

Parents and carers will obviously be concerned but regular communication of accurate information will help to alleviate undue anxiety.

All Clear

SLT – staff physically informed using code word