

SUTTON CE (VC) PRIMARY SCHOOL



Invacuation (Lockdown) Policy and Procedure

Version 2018:1

Approved by Governors: June 2018
Approved by Staff: June 2018
To be reviewed annually

Sutton CE (VC) Primary School – Invacuation Policy (Lockdown Procedure)

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- HT/TIC or office staff will be advised to implement the lockdown
- Staff will be advised by HT/TIC/office staff that it is in 'lockdown' by word-of-mouth or continuous blasts of whistle
- Staff to complete head count as soon as possible and notify HT/TIC/office staff if a child is missing
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building as quickly as possible in an orderly manner

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an electronic message sent out via parentmail:

Date:

**School is in a lock down situation due to
All external doors are locked, nobody is allowed in or out of the building.**

Please do not collect your child or come to the school until you receive the 'all clear' message.

Thank you