



Lockdown Plan

Approved By	Governors
Reviewed	November 2024
Review Due	November 2025
Review Cycle	Annually

Introduction

Lockdown procedures are regarded as a prudent and measured reaction to any external or internal event that may compromise the safety of pupils, visitors and staff within the educational environment. The objective of these protocols is to ensure the protection of all individuals while minimising disruption to the educational environment.

Activation of lockdown measures may be necessary in response to various scenarios, including but not limited to:

- A road traffic incident
- A severe weather event
- External pollution or fire
- A dangerous animal
- A suspicious communication or package
- The presence of an intruder
- A significant injury or death

Dawpool will enact these lockdown procedures to safeguard the school community. These measures will be put in place calmly and proportionality to ensure minimal disruption and distress to our pupils.

These lockdown procedures are tailored to the unique environment of the school, including factors such as the design and layout of the building, classroom arrangements, and available resources.

Steps to Follow:

In a lockdown situation, remain calm and carefully follow the 4 steps below. Where possible, the lockdown plan will be coordinated by the Headteacher or Deputy, however any member of staff may need to raise the alarm and make an initial appraisal.

Step 1: Initiation

Sound signal and begin lockdown procedure.

1

The **Headteacher / Deputy** will initiate step one or delegate this step to a member of staff.

- **Ring a handheld bell** in the **school corridors** (and **outside** if necessary). This signal instructs everyone to return to and stay in their classrooms **until further notice**.
- **Office staff** should telephone the **Foundation 1** classroom (206) to instruct them to stay in their classroom until further notice and **lock the door**.
- **Office staff** should dial **999** to alert the emergency services.

The sound of the bell serves as a signal for staff to **close internal and external doors and windows** and await further instruction.

Classroom staff will **check all pupils are accounted for** using registers / class lists in the classroom.

Step 2: Critical Decision

Secure rooms to increase protection

2

This step should be **proportionate** to the level of risk to ensure minimal disruption and distress to the pupils.

Dependent on what and where the risk is, **the Headteacher / Deputy**, or delegated member of staff, may request for:

- Doors and windows to be closed or locked.
- Corridor doors to be switched to secure fobbed access.
- Blinds and curtains to be closed.
- Lights and electrical equipment to be switched off.
- No sound, including voices.
- People to sit on the floor (including under desks, if necessary).

Step 3: Ongoing Situation

Follow ongoing advice

3	<p>Dependent on what and where the risk is, the Headteacher / Deputy, or delegated member of staff or emergency services may instruct individuals, to enact further procedures, including moving groups or cohorts to another room or safe space.</p> <p>If requested to evacuate the school, staff should follow the usual fire routes unless advised differently.</p>
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Step 4: Resolution

Follow all instructions until advised to stop

4	<ul style="list-style-type: none">• Everyone should follow all prior instructions until advised to stop.• According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff, or the emergency services, confirm that it has been lifted.
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Roles and responsibilities

STAFF MEMBER	RESPONSIBILITIES
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Deputy Headteacher or delegated staff member	Ensure all access points are secured. Ensure school community, including visitors, are in the agreed safe place. Communicate with parents/carers, if necessary. Communicate instructions as necessary.

STAFF MEMBER	RESPONSIBILITIES
Office Staff	Dial 999 to alert the emergency services. Inform Foundation 1 classroom by telephone. Support with informing parents, if necessary.
Teachers and support staff	Bring pupils to the classroom or other place of safety. Take register and stay with pupils. Follow all given instructions from senior staff or emergency services.

Resources

The following resources may be required to enact all steps of the lockdown procedure:

- Handheld bell
- Keys for internal and external doors and gates.
- Key for fire panel
- Door access fobs
- Fire evacuation procedure
- Class lists in classrooms
- Internal telephone system
- Mobile phones
- Laptop for email communication

Lockdown action check list

The checklist and flow chart on the following pages will be used to take actions and make appropriate records. In an emergency, we will use the actions listed to help make sure nothing is missing.

Checklist

Step	Time	Signed
Sound bell and begin lockdown procedure		
Inform Foundation 1 classroom by telephone		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers / class lists		
If possible, search for missing people and direct them to the nearest safe place.		
Secure rooms by locking doors and windows and take proportionate action to increase protection as set out in the plan.		
Close blinds and curtains		
Turn off the lights and electrical equipment		
Direct all children, staff, parents/carers and visitors to sit on the floor, if necessary, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Keep doors and windows locked shut and remain inside until all clear has been given, or until you're told to evacuate by the emergency services.		

Critical Incident Flow Chart

