

# Slough and Eton Church of England Business and Enterprise College



A Member of Slough and East Berkshire C of E  
Multi Academy Trust

## Lockdown Procedures

Owner:	Mr Chris Fisher
Ratified by Governing Body:	<i>James M. Scragg</i>
Date Ratified:	November 2021
Date Policy to be reviewed:	Autumn 2022

## IN CASE OF EMERGENCY

### LOCKDOWN PROCEDURES

The School is a secure site with access being through a small number of secure points, however there may be a need on occasions to further secure the site.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff or students in the school. These procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the School

The School's Lockdown plan is as follows:

Signal	
The signal for Lockdown procedures to be initiated	Extended ringing of the School class changeover bell – at least 20 rings (the normal changeover bell is 4 rings)
The signal for all clear	The normal fire alarm bell

#### ***Lockdown procedures initiated***

External doors and gates will be closed and locked as required

- If in class, stay in current classroom and lock the door
- Remain calm
- If outdoors, move to closest, securable room
- Students and staff to stay out of sight from door windows and external windows as much as possible and if possible under tables
- Close windows and lock internal doors
- Draw blinds where possible
- Stay quiet

#### ***Lockdown procedures over***

- The normal fire alarm bell will ring
- Adopt fire procedures and go to fire assembly point on the netball courts to be addressed by the Headteacher
- If appropriate Headteacher or Deputy Headteacher will arrange Communication with parents, media, etc.
- During Lockdown procedures students and staff must not use any electronic communications
- Review of procedure