

Lindfield Primary Academy Lockdown Procedures

Reviewed by: SLT

Date: April 2024

Next review due: April 2025

2. Introduction

'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 and pupils at the Academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors.

'Lockdown' procedures may be activated in response to any number of situations, which may include:

- A reported incident/civil disturbance onsite, in the local community or wider area (with the potential to pose a risk to staff and pupils in the Academy);
- An intruder on the Academy site (with the potential to pose a risk to staff and pupils);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants;
- A major fire in the vicinity of the Academy;
- The close proximity of a dangerous dog/animal roaming loose.

The procedures detailed in this document provide guidance on how to dynamically Lockdown the Academy site in response to the situations noted above or any other situation that may require a Lockdown based response due to the potential risk to pupils and staff.

It should be noted that it is not possible to plan full prescriptive procedures for every possible scenario and therefore in a Lockdown situation, the Lockdown leadership team would instigate a dynamic risk assessment-based approach to decide on the best course of action and communicate this out to staff.

3. 'Lockdown' Alert

1. Lockdown Manager and Lockdown Team

The nominated Lockdown Manager at the Academy is the Principal (Marcus Still) or an appropriate deputy if the Lockdown manager is not available or contactable in sufficient time (Nick Geddie – Vice Principal).

The Lockdown manager will initiate, manage and conclude the 'Lockdown'. They will also communicate with the emergency services. The role and responsibilities of the Lockdown Manager, deputies and Lockdown team are recorded in Appendix 1.

2. Raising the Lockdown alarm / Initiating Lockdown

The Lockdown manager will activate the appropriate Lockdown alarm to inform staff that a threat has been identified and partial or full Lockdown procedures must be initiated.

Staff who identify a potential risk or need to instigate a part or full Lockdown should seek to contact the Lockdown manager as soon as possible by any suitable means. If the Lockdown manager is not available, a deputy must be sought. However staff should note that if they deem the risk posed severe enough to call a Lockdown immediately, they should proceed to raising the Lockdown alarm and hand over to a Lockdown manager as soon as practicably possible.

The Lockdown alarm will be communicated with the following code words:

- **Partial Lockdown: 'LOCKDOWN SILVER ALERT'**
- **Full Lockdown: 'LOCKDOWN GOLD ALERT'**
- **'LOCKDOWN CODE RED' IF ACTIVE SHOOTER OR INTRUDER ON SITE**

1. The alarm will be raised by the most appropriate means, in the order below. Where possible multiple means will be used

<ol style="list-style-type: none">1. Walkie Talkie code alert cascaded to all handsets2. TEAMS Notification in GENERAL Channel and Email to all staff – SUBJECT “LOCKDOWN SILVER ALERT” / “LOCKDOWN GOLD ALERT”3. Via TEAMS<ol style="list-style-type: none">1. EYRS Teams Hazel/Walnut/Willow2. Year 1 Teams Apple/Pear/Cherry3. Year 2 Teams Rowan/Mulberry/Maple/Holly4. Year 3 Teams Poplar/Copper Beech/Silver Birch5. Year 4 Teams Lime/Pine/Juniper6. Year 5 Teams Laurel/Palm/Cedar7. Year 6 Teams Ash/Oak/Elm8. Help office Caroline Newton/Barbara L’Angellier9. Physical communication of message to surrounding neighbours once alert message is received – LOVE YOUR NEIGHBOUR!
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2. The fire alarm **will not be used to alert staff of the need to ‘Lockdown’ to avoid potential confusion.** If the fire alarm sounds during a ‘Lockdown’ it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.
3. The end of the Lockdown will be communicated with the words “LOCKDOWN ALL CLEAR”

It is important to note that ANY member of staff can initiate a Lockdown if the risk presented to pupils and staff is perceived to be severe enough that it is better to initiate Lockdown rather than wait to locate/contact the Lockdown manager in sufficient time.

4. Lockdown Arrangements

If an emergency situation arises whereby it is deemed safer for staff and students to shelter inside the Academy buildings rather than evacuate then the following procedures will be instigated.

GENERAL PROCEDURES AND RESPONSIBILITIES

Lockdown Manager / ALL STAFF

- Instigate partial (silver) or full Lockdown (gold) alert – Communicate alert to all staff and visitors. Lockdown manager to assume control of the situation.
- Staff to carry-out initial duties

Lockdown team, Site manager or Office Staff

- If it is safe to do so, all gates and external doors must be locked by staff with master keys
- A full set of master key are located in the Finance office key cabinet.
- A front door key and KS2 gate key is located under the counter on a hook in the front office
- A rotunda door key can be found in Ash class on hook by the door
- A field door key can be found in the Vice Principal's office by the door. Lockdown manager or office staff to collect grab bag located in front office if safe to do so

Office Staff

- Call 999 and inform the Emergency services of the Lockdown situation once Lockdown is confirmed by Lockdown Manager
- Call Blackthorns Primary Academy and inform them of the reason and nature of the partial or full Lockdown
- Call Oathall Community College and inform them of the reason and nature of the partial or full Lockdown
- Call / Inform the University of Brighton Academies Trust of the partial or full Lockdown
- Inform parents via Parentmail of the Lockdown alert

ALL STAFF

- Staff and pupils outside the building should take refuge inside the building via the nearest entrance
- (If it is safe to do so) All gates and external doors must be locked by staff – see schedule for responsibility by area
- If safe to do so, staff will conduct a sweep of corridors, playgrounds and toilets to ensure any students not in lessons or visitors are moved to a supervised point of safety.
- Account for all pupils and report back to Lockdown manager
- Ensure neighbouring classes have received the alert message
- Staff may be dispatched to classrooms/offices to issue further instructions or to move to safer locations in the Academy.
- Information will be sent out to staff via walkie talkies, TEAMS or using internal email and therefore teaching staff should remain close to their laptops in so far as it is safe to do so

General Principals in all 3 LOCKDOWN ALERT LEVELS

- Secure all doors and windows, close blinds
- **'Love your neighbour'** - Check the LOCKDOWN Message has been received by neighbouring classes and areas. Empty classrooms – ensure the windows and doors are secured and blinds drawn in neighbouring classrooms if they are vacant
- **Rotunda / Meadow / Library** are not be to used in any LOCKDOWN Scenario – return to classroom or join another class
- **Sports Hall / William Allen Hall** – safe to use in Silver Alert, not in Gold or Red
- **Do not go outside** under any Lockdown scenario
 - If you are not in your classroom, return to your named class if safe to do so and you can WITHOUT going outside
 - If you need to go outside to return to your class, join nearest available room/class join

Partial Lockdown – LOCKDOWN SILVER ALERT

In a partial 'Lockdown' staff and pupils must remain in the Academy building until the end of the Lockdown and all doors leading outside must be locked.

Silver Alert may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the Academy, but whereby that risk is not immediate. It may also be as a result of a warning being received regarding the risk of air pollution, etc. especially any warning from the emergency services.

A 'partial Lockdown' may also be used as a precautionary measure; putting the Academy into a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Once secured in partial Lockdown, Teaching and Learning carries on as normal. No one can be allowed to enter or leave the building; however teaching and work should continue as usual if practicable to do so.

Immediate action- all staff

- All outside activity to cease, pupils and staff return to the building. (Those communicating the alert must ensure staff outside the building are informed, particularly during break times, PE lessons).
- All staff and pupils must remain in the building and return to their classrooms - all external doors and windows to be locked shut – refer to the schedule of responsibility for door locking
- **Ensure the Lockdown alert has reached neighbouring classes and offices – check where safe to do so**
- Rotunda / Meadow / Library are not be to used in any LOCKDOWN Scenario – staff and pupils should return to their classroom or join another class
- Sports hall and William Allen safe to use if exterior doors and windows locked and blind secured
- If you need to go outside to return to your class, find the nearest available room to join or stay put until Lockdown SILVER is over. **DO NOT GO OUTSIDE TO RETURN TO YOUR CLASS**
- Once staff and pupils are secured inside the building, no further unnecessary movement should occur unless permitted by the Lockdown team, as this will vary dependant on the circumstances.
- In the event of air pollution, chemical, biological or radiological contaminants issue:
 - air vents, fans, heating and air conditioning systems must be closed or turned off.
 - Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should report to Lockdown manager via most appropriate means (usually to SLT as they sweep building) that they have executed a partial Lockdown with their class. Any missing pupils should be report to the Lockdown Manager
- Staff should await further instructions and carry on with teaching and learning as normal
- Visitors and Kitchen staff should report to reception
- Toilet facilities remain in use

All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on any advice received from the Emergency Services.

Communication during a 'partial Lockdown' will be via TEAMS General channel or Academy's email system, walkie talkies, internal phone system or direct communication from the Lockdown Manager.

Where a 'partial Lockdown' is used as a precautionary measure; putting the Academy into a state of readiness (whilst retaining a degree of normality) should the situation escalate, Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Staff and pupils remain in 'Lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services. An "all clear" signal will be given at this point.

Full 'Lockdown GOLD ALERT'

Staff will be alerted by with the code word 'LOCKDOWN GOLD ALERT'. This signifies an immediate threat to the Academy and may be an escalation of a partial 'Lockdown'. The aim of a full 'Lockdown' is for the Academy and its rooms to appear empty. Staff and pupils should keep noise and movement to a minimum and move away from glass and windows.

A GOLD ALERT with CODE RED signifies the highest level of threat meaning an Active Shooter has been reported on the Academy site. Staff will need to instigate a dynamic risk assessment based approach to decide on the best course of action, and employ the principles of RUN HIDE TELL.

Immediate action- all staff

- All outside activity to cease, pupils and staff return to the building. (Those communicating the alert must ensure staff outside the building are informed, particularly during break times, PE lessons).
- All staff and pupils must remain in the building and return to their classrooms if safe to do so - all external doors and windows to be locked shut – refer to the schedule of responsibility for door locking
- Seek shelter in an enclosed classroom space where possible. **DO NOT GO OUTSIDE TO RETURN TO YOUR CLASS**
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building if safe to do so or exit the site, and proceed to their classroom or nearest sheltered area of cover
- Exterior gates to be secured and padlocked if possible without delaying re-entry to the building significantly or posing additional risk to staff
- Rotunda / Meadow / Library are not be to used in any LOCKDOWN Scenario – staff and pupils should return to their classroom or join another class
- Sports hall / William Allen Hall should not be used in Gold/Red alert unless it is unsafe to seek refuge in a nearby classroom
- Windows locked, blinds drawn, internal door windows covered if possible (so an intruder cannot see in); Doors should be barricaded where possible
- **Ensure the alert has been received by neighbouring classes – check if safe to do so**
- Teaching and learning must cease – remain alert
- Pupils and staff should try to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls, and splitting pupils into smaller groups. Get pupils out of sight as far as possible
- Lights and smartboards turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate; laptop to remain with teacher for email communication
- A register should be taken of all pupils and staff in each classroom/office if possible; any missing pupils should be reported to the Lockdown Manager
- Toilet facilities are out of use – Lockdown bucket kit to be used if required
- Staff should await further instructions but be aware that during a gold alert, staff may be required to assess the situation in their area and take the course of action that they feel is appropriate, based on the information that is available to them and their particular location and circumstances.
- **Communication will be via TEAMS General channel predominantly and should be kept to a minimum to ensure key messages are received**

- Visitors and kitchen staff should seek shelter in the nearest classroom or office and follow procedures above

During the 'Lockdown', staff will keep agreed lines of communication open but not make unnecessary calls as this could delay communication that is more important. Staff should not use the emails unnecessarily or internal phone lines as these may not be secure. Key communications will be broadcast via TEAMS in the first instance.

Staff and pupils remain in 'Lockdown' until it has been lifted by the Lockdown Manager or senior member of the emergency services. An "all clear" signal will be given at this point.

Fire arms or weapons attack

In an active shooter or firearms/weapons attack scenario the principles of the Lockdown procedure may not be the safest procedures to follow.

In this type of incident, staff should follow LOCKDOWN GOLD but will be required to assess the situation in their area and take the course of action that they feel is appropriate, based on the information that is available to them and their particular location and circumstances. Staff should seek to apply the Government's 'Stay safe' principles of RUN HIDE TELL in deciding the best course of action and be aware that this may change during the incident.

RUN

- Escape if you can.
- Consider the safest options - is there a safe route? Is it accessible and unlocked? Consider if gates are open or if padlocks can be released quickly.
- Can you get there without exposing yourself to greater danger? Consider the age and physical ability of the pupils in your care
- Ensure all pupils and staff in your area leave with you
- Leave belongings behind. RUN if not HIDE.

HIDE

- If you can't RUN, HIDE
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Hide pupils in concealed areas if at all possible
- Be aware of your exits and try not to get trapped
- Be quiet, silence your phone and try to keep the pupils calm
- Lock / barricade yourself and the pupils in, group together and move away from the door

TELL

- Call 999 on your mobile if safe to do so and tell the police all you know. Location - Where are the suspects? Direction - Where did you last see the suspects? Descriptions – Describe the attacker, numbers, features, clothing, weapons etc
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

5. Unsafe Areas (if applicable)

The following areas must not be used during a Lockdown and should be evacuated as they cannot be secured:

- Meadow
- Rotunda
- Library

- Staff Rooms

The Sports hall and William Allen hall should not be used during a gold/red alert

6. Communication with Parents and Carers, and other stakeholders

The 'Lockdown' manager will request when to inform parents and carers that the Academy is in Lockdown via the Academy's **Parentmail system**. The front office staff will be responsible for sending the parentmail following instruction from the Lockdown manager, assuming it is safe to do so via the Academy office, if not via a mobile device. Appendix 7 shows template messages may be used and should be stored in draft format so it is quickly accessible.

Contact will be made with the Emergency Services, Blackthorns Primary Academy, Oathall Community College and The University of Brighton Academies Trust **prior to contacting parents.**

7. Lockdown Drills

Lockdown practices will take place annually to ensure everyone knows exactly what to do in a Lockdown situation. Monitoring of practices will take place and each practices will be debriefed and any improvements required will be identified.

8. Appendix 1- LOCKING DOORS RESPONSIBILITY

Securing Doors during LOCKDOWN SCENARIO

Door	Area	Responsible person(s) to look/share info (D) Deputy
Front door	Main reception	Front Office staff (D) Help office staff KEY IS KEPT ON HOOK TO RIGHT OF COUNTER
Side Door	Near finance office	Help Office Staff (D) Front office staff TURN LOCK TO LOCK (no key)
Staff room doors	Staff room	CLOSED AT ALL TIMES Finance office to check
ROTUNDA	Rotunda	Ash Class (D) SEN Office KEY IS IN ASH CLASS – HOOK BY DOOR
Glade, Den	Ensure pupils and staff take cover in classrooms	Ash Class (D) SEN Office
WILLIAM ALLEN HALL	William Allen Hall	Help office to check (D) SLT member
KS1 Cloakroom and Orchard area	KS1 and Orchard	Year 1 – Pear and Apple class
Side Door (fire exit)	Near Year 6	CLOSED AT ALL TIMES Oak Year 6 to check
Side Door Entrance to Old building	Near year 5 and PE cupboards	Year 4 Juniper class (D) Pine Class TURN LOCK TO LOCK (no key)
Side Door entrance to New Building	Near Year 3 and steps	Year 3 Poplar class (d) Year 3 Silver Birch class TURN LOCK TO LOCK (no key)
Middle Door Entrance to New building	Inbetween Year 3 and EYRS	Year 2 Holly class (D) Year 3 Copper Beech class TURN LOCK TO LOCK (no key)
Sports Hall		Year 2 Walnut class

		(D) Hazel class TURN LOCK TO LOCK (no key) – no need to secure blinds
Staff Room new build	Next to Sports Hall	Willow Class (D) Hazel Class / AP TURN LOCK TO LOCK (no key)
Field Door Entrance to New building	Near year 5 and PE cupboards	Willow Class (D) Hazel Class / AP TURN LOCK TO LOCK (no key) Spare key is kept in VP OFFICE ON HOOK BY THE DOOR
Field	Ensure pupils and staff return from field	Willow Class to shout to field prior to locking doors to field (D) SLT member
FOREST SCHOOL	Ensure pupils and staff return from forest school and enter new building	Contact via School Mobile 07510009450 Willow Class to ensure forest school have returned prior locking doors to field (D) SLT member / EYRS Willow

9. **Appendix 2 – Walkie Talkie Location**

Handset Name	Owner/Location	Area to raise alarm to during Lockdown
Headteacher	Nick Geddie	Coordinate response
Vice Principal	Lucy Duncalfe	Year 3 and EYRS if in area, Forest School Fridays
SENCO	Year 2 – Maple Class (Bridget Cook)	Year 2, WAH, Library and Meadow
SEN2	Claire Batchelor	Rotunda Year 5 and Year 6
SEN3	Claire Billson - LEARNING MENTOR	Rotunda Year 5 and Year 6
SLT	TBC	TBC
Office	Front Office	Office block, WAH, Year 2 Holly Rowan
Premises	Ben	Site boundaries
KS1	Cherry Class – Liz	Rotunda, Ash, Cherry and Maple, WAH
KS2	Year 5 Laurel - Louise	Back corridor Year 4 -5-6
Early Years	Year 5 Cedar - Bryony	Early years and Year 3
New Build	Year 2 – Olive Class – Karen Jane	YEAR 2, Year 1, Orchard, WAH
Year 1	Apple Class	
Year 2	Holly Class	
EYRS 1	Jennie/Fiona- Willow	
EYRS 2	Lucy Kearney - Walnut	

Walkie Talkies with the function to do a private call to are as follows:

Head Teacher
Vice Principal
Premises
SENCO

10. Appendix 3 – Front Office Call Cascade

1. EYRS
2. Year 4 Juniper
3. Year 3 New building
4. Year 6
5. Year 5
6. Help office

11. Appendix 4 –Roles and Responsibilities

Lockdown Manager

This is Marcus Still, Principal. Designated deputy Lockdown Managers, in case the Lockdown Manager is not on the Academy site at the time a Lockdown is declared, are as follows:

- ⤴ Nick Geddie
- ⤴ Lucy Duncalfe
- ⤴ Claire Batchelor
- ⤴ Caroline Newton
- ⤴ any member of the SMT
- ⤴ any teacher or support staff who deems the risk posed severe enough to call a Lockdown

LOCKDOWN MANAGER / DEPUTIES

- Alert all staff and pupils of the need to 'Lockdown' the Academy.
- For partial 'Lockdowns' this will be achieved via a LOCKDOWN SILVER ALERT and for full 'Lockdowns' this will be via a LOCKDOWN GOLD ALERT
- Sweep building for Lockdown compliance if safe to do so
- Contact emergency services immediately, instruct responsible person to contact Blackthorns Primary Academy and the University of Brighton Academies Trust
- Instruct responsible person to inform parents/carers via the Parentmail system when Lockdown has been instigated (and later when it is over)
- Ensure communication networks with all key staff are established - Walkie Talkie, mobile phone, laptop.
- Monitor the situation and liaise with emergency services. Provide dynamic risk assessment based advice to all staff throughout the Lockdown
- Give all clear signal once Lockdown is over

Classroom Based Staff

- Lock all external doors and windows – see schedule of locking responsibility
- If full Lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows, and out of sight as far as possible
- Ensure you have a means to communicate with the Lockdown manager - Walkie Talkie, mobile phone, laptop.
- Ensure alert has reached neighbouring staff and visitors

- Remain vigilant and make judgements on best course of action if the situation changes based on available information and advice of Lockdown manager

Office Based and Site Staff

- Ensure all entrances are locked and secured – exterior gate where safe to do so
- Close and secure all windows.
- Inform Emergency services, Blackthorns, Oathall and UoBAT
- Inform parents/carers via the Parentmail system when Lockdown has been instigated

All other staff

- Lock all external doors and windows as required
- If safe to do so, move to a secure area
- If full Lockdown secure all internal doors – lock or barricade.
- Close and secure all windows.
- Close all curtains or blinds.
- Ensure pupils are in a safe place in the classroom i.e. sheltered by a substantial wall away from doors and windows.
- Ensure you have a means to communicate with the Lockdown manager - Walkie Talkie, mobile phone, laptop.
- Ensure alert has reached neighbouring staff and visitors

12. Appendix 5 – Summary Procedures for staff

LINDFIELD PRIMARY ACADEMY

‘Lockdown’ Action Summary Procedures for ALL STAFF

Lockdown procedures will be instigated as a proportionate response to an incident on site requiring you to take shelter, stay indoors in the classroom you are in or if you are outside or not in a classroom go to the nearest classroom.

- ⤴ The Lockdown manager or deputy will initiate Lockdown
- ⤴ The Lockdown alarm is as follows:
 1. Partial (where all external doors and windows are secured, all staff and pupils remain inside but teaching and learning carries on as normal)
 - LOCKDOWN SILVER ALERT
 2. Full (where all external doors and windows are secured, pupils and staff barricade in and remain out of site, quiet and hidden)
 - LOCKDOWN GOLD ALERT
 - CODE RED (IF ACTIVE SHOOTER OR INTRUDER ON SITE)
 3. The alarm should be raised by the most appropriate means –or by multiple means where possible : Walkie Talkie code alert cascaded to all 10 handsets, Email to all staff – SUBJECT “SILVER ALERT – INITIATE LOCKDOWN” / “GOLD ALERT – INITIATE LOCKDOWN”, Internal phones or Physical communication of message to surrounding neighbours once alert message is received
- 4. The fire alarm **will not be used to alert staff of the need to ‘Lockdown’ to avoid potential confusion.** If the fire alarm sounds during a ‘Lockdown’ it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.

It is important to note than ANY member of staff can initiate a Lockdown if the risk presented to pupils and staff is perceived to be severe enough that it is better to initiate Lockdown rather than wait to locate/contact the Lockdown manager in sufficient time.

LOCKDOWN MANAGER / DEPUTY AND TEAM

- Alert all staff and pupils of the need to ‘Lockdown’ the Academy.
- Lock all external doors and gates if safe to do so
- Ensure communication networks with all key staff are established
- Contact Emergency services, Blackthorns, Oathall and University of Brighton Academies Trust to inform them if the situation
- Liaise with emergency services and make dynamic risk based assessment on best course of action
- Give all clear signal

Actions to be taken by staff

- Secure all doors and windows, close blinds
- **'Love your neighbour'** - Check the LOCKDOWN Message has been received by neighbouring classes and areas. Empty classrooms – ensure the windows and doors are secured and blinds drawn in neighbouring classrooms if they are vacant
- **Rotunda / Meadow / Library** are not be to used in any LOCKDOWN Scenario – return to classroom or join another class
- **Sports Hall / William Allen Hall** – safe to use in Silver Alert, not in Gold or Red
- **Do not go outside** under any Lockdown scenario
 - If you are not in your classroom, return to your named class if safe to do so and you can WITHOUT going outside
 - If you need to go outside to return to your class, join nearest available room/class join

PARTIAL – LOCKDOWN SILVER ALERT

- All outside activity to cease, pupils and staff return to the building. (Those communicating the alert must ensure staff outside the building are informed, particularly during break times, PE lessons).
- All staff and pupils must remain in the building and return to their classrooms - all external doors and windows to be locked shut – refer to the schedule of responsibility for door locking
- Ensure the Lockdown alert has reached neighbouring classes and offices – check where safe to do so
- Once staff and pupils are secured inside the building, no further unnecessary movement should occur unless permitted by the Lockdown team, as this will vary dependant on the circumstances.
- Rotunda / Meadow / Library are not be to used in any LOCKDOWN Scenario – staff and pupils should return to their classroom or join another class
- Sports hall and William Allen safe to use if exterior doors and windows locked and blind secured
- If you need to go outside to return to your class, find the nearest available room to join or stay put until Lockdown SILVER is over. **DO NOT GO OUTSIDE TO RETURN TO YOUR CLASS**
- In the event of air pollution, chemical, biological or radiological contaminants issue:
 - air vents, fans, heating and air conditioning systems must be closed or turned off.
 - Use anything to hand to seal up all the cracks around doors and any vents into the room – your aim is to minimise possible ingress of pollutants.
- Staff should report to Lockdown manager via most appropriate means that they have executed a partial Lockdown with their class. Any missing pupils should be report to the Lockdown Manager
- Staff should await further instructions and carry on with teaching and learning as normal
- Visitors and Kitchen staff should report to reception
- Toilet facilities remain in use

FULL – LOCKDOWN GOLD ALERT

- All outside activity to cease, pupils and staff return to the building. (Those communicating the alert must ensure staff outside the building are informed, particularly during break times, PE lessons).
- All staff and pupils must remain in the building and return to their classrooms - all external doors and windows to be locked shut – refer to the schedule of responsibility for door locking
- Office staff should remain in their office;
- All outside activity to cease, pupils and staff return to the building if safe to do so or exit the site, and proceed to their classroom or nearest sheltered area of cover

- Seek shelter in an enclosed classroom space where possible. DO NOT GO OUTSIDE TO RETURN TO YOUR CLASS
- Windows locked, blinds drawn, internal door windows covered if possible (so an intruder cannot see in); Doors should be barricaded where possible
- Ensure the alert has been received by neighbouring classes – check if safe to do so
- Exterior gates to be secured and padlocked if possible without delaying re-entry to the building significantly or posing additional risk to staff
- Rotunda / Meadow / Library are not to be used in any LOCKDOWN Scenario – staff and pupils should return to their classroom or join another class
- Sports hall / William Allen Hall should not be used in Gold/Red alert unless it is unsafe to seek refuge in a nearby classroom
- Teaching and Learning should cease
- Pupils and staff should try to sit quietly out of sight and where possible in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls, and splitting pupils into smaller groups. Get pupils out of sight as far as possible
- Lights and smartboards turned off;
- Pupil's mobile phones to be turned off, staff mobiles to be set to silent with no vibrate; laptop to remain with teacher for email communication
- A register should be taken of all pupils and staff in each classroom/office if possible; any missing pupils should be reported to the Lockdown Manager
- Toilet facilities are out of use – Lockdown bucket kit to be used if required
- Staff should await further instructions but be aware that during a gold alert, staff may be required to assess the situation in their area and take the course of action that they feel is appropriate, based on the information that is available to them and their particular location and circumstances.
- Visitors and kitchen staff should seek shelter in the nearest classroom or office and follow procedures above

CODE RED - Fire arms or weapons attack

- Principles of the Lockdown procedure may not be the safest procedures to follow
- Staff to assess the situation in their area and take the course of action that they feel is appropriate, based on their particular location and circumstances.
- Apply the Government's 'Stay safe' principles of RUN HIDE TELL in deciding the best course of action and be aware that this may change during the incident.

RUN

- ⤴ Escape if you can.
- ⤴ Is there a safe route? Is it accessible and unlocked?
- ⤴ Consider the age and physical ability of the pupils in your care
- ⤴ Ensure all pupils and staff in your area leave with you
- ⤴ Leave belongings behind. RUN if not HIDE.

HIDE

- ⤴ If you can't RUN, HIDE
- ⤴ Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- ⤴ Hide pupils in concealed areas if at all possible
- ⤴ Be quiet, silence your phone and try to keep the pupils calm
- ⤴ Lock / barricade yourself and the pupils in, group together and move away from the door

TELL

- ⤴ Call 999 on your mobile if safe to do so

13. Appendix 6 – Communication Flow Chart

Step	Communication	WHO
1	Lockdown alert is raised by Lockdown manager or staff member - Walkie Talkie - TEAMS notice - Call cascade	Lockdown manager Any staff member
2	Alert is cascaded to all staff and classes – see front office call cascade Walkie Talkie TEAMS Telephone ‘Love thy Neighbour’	All staff and classes
3	Once Lockdown state is achieved, Emergency services are informed	Lockdown manager to instruct front office staff to make call / or Lockdown manager reports
4	Inform Blackthorns Primary of Lockdown alert 01444 484868 or email	Lockdown manager to instruct front office staff to make call / or Lockdown manager reports
5	Inform Oathall Community College of Lockdown alert	Lockdown manager to instruct front office staff to make call / or Lockdown manager reports
6	Inform Trust Estates team of Lockdown Alert	Lockdown Manager
7	Parentmail Alert issued to Parents – standard template to be saved and used by Office staff	Lockdown manager to instruct front office staff to issue PM
8	Parentmail Alert issued to Parents once Lockdown alert is over – standard template to be saved and used by Office staff	Lockdown manager to instruct front office staff to issue PM

14. Appendix 7 – Sample letter to parents/carers

Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim at Lindfield Primary Academy is the safety and wellbeing of our pupils. To support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the Academy.

One of these policies is our 'Lockdown' procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that many arise, these include:

1. A reported incident, disturbance in the local community;
2. An intruder on the site;
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.);
4. A major fire in the vicinity of the Academy;
5. The close proximity of a dangerous animal

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the Academy to be locked down the following actions may be taken. Please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- ✦ Staff will ensure all pupils are inside the Academy buildings and lock any outside doors and close any windows that may be open;
- ✦ If pupils are outside, staff will bring them back into their classrooms;
- ✦ A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- ✦ Site and office staff will ensure all external doors are secured and closed;
- ✦ Emergency services will be notified;
- ✦ A message will be sent to parents and carers via Parentmail to advise of the emergency and situation
- ✦ During the 'Lockdown' no members of the public will be allowed into the Academy and parents/carers must not travel to the Academy
- ✦ No staff, pupils and visitors to the Academy will be allowed to leave the building until the Lockdown has been declared over
- ✦ Pupils will not be released from the Academy until the all clear is given
- ✦ Parents and carers must not try to contact the Academy during the 'Lockdown'
- ✦ No Pupils will not be dismissed to parents or carers until the incident has been declared over by the Academy leadership team or a senior member of the emergency services. Parents and carers will be informed as soon as the incident is over
- ✦ **It is imperative that Parents/Carers DO NOT try to contact the Academy or come to the Academy until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out a number of practice emergency drills with the staff and pupils to ensure that everyone is clear on what they have to do under a variety of scenarios.

In the highly unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.

If you have any questions or concerns regarding any of the information contained in this letter, please do not hesitate to speak to myself or the Academy Office.

Yours sincerely

Marcus Still
Principal

15. Appendix 8 – Sample Parent Communications

PARTIAL LOCKDOWN PARENT COMMUNICATION EXAMPLE

Lindfield Primary Academy is currently in a partial Lockdown situation. Teaching and learning will continue as normal but during this period all doors will be locked and nobody can enter or leave the site. Pupils and staff will be kept inside the building for the duration of the Lockdown.

*We are working to ensure the safety of all our children in conjunction with the Emergency Services. **DO NOT come to the Academy until the incident has been resolved.***

- ✦ During the 'Lockdown' no members of the public will be allowed into the Academy and parents/carers must not travel to the Academy*
- ✦ No staff, pupils and visitors to the Academy will be allowed to leave the Academy until the Lockdown has been declared over.*
- ✦ Parents and carers must not try to contact the Academy during the 'Lockdown'. No Pupils will be dismissed to parents or carers until the incident has been declared over by the Academy leadership team or a senior member of the emergency services.*

We will keep you informed as best we can and as soon as the Lockdown has been lifted. Please check Parentmail and the Academy website.

We appreciate your co-operation in following these instructions during this difficult time.

FULL LOCKDOWN PARENT COMMUNICATION EXAMPLE

Lindfield Primary Academy is currently in a full Lockdown situation.

DO NOT COME TO THE ACADEMY UNTIL FURTHER NOTICE. EMERGENCY SERVICES ARE AWARE AND IN CONTACT WITH THE ACADEMY.

*During this period phones will not be answered, all doors are locked and nobody can enter or leave the site. We are working to ensure the safety of all our children in conjunction with the Emergency Services. **FOR THE SAFETY OF ALL PUPILS AND STAFF, DO NOT come to the academy until the incident has been resolved.***

- ✦ During the 'Lockdown' no members of the public will be allowed into the Academy and parents/carers must not travel to the Academy*
- ✦ No staff, pupils and visitors to the Academy will be allowed to leave the Academy until the Lockdown has been declared over.*
- ✦ Parents and carers must not try to contact the Academy during the 'Lockdown'. No Pupils will not be dismissed to parents or carers until the incident has been declared over by the Academy leadership team or a senior member of the emergency services.*

We will keep you informed as best we can and as soon as the Lockdown has been lifted. please check Parentmail and the Academy website.

We appreciate your co-operation in following these instructions during this difficult time.