

# Lockdown procedure

Village Infant School



**Approved by:**

**Date:** May 2025

**Last reviewed on:**

May 2025

**Next review due by:**

September 2026

## Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
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.	Y Cattle School: 0208 270 6589 Mob: 07900618549
Deputy headteacher	Escort visitors to agreed safe place. Communicate with parents/carers.	A Whiffin School: 0208 270 6589 Mob: 07941197900
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.	
Site manager	Make sure all access points are secured.	Richard Wells/Su Joy School: 02082706589 Su Mob: 07711832303 Richard Mob: 07954735936

## Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<ul style="list-style-type: none"> <li>Dedicated 'lockdown' alarm tone</li> </ul>	<ul style="list-style-type: none"> <li>Internal school bell (intermittent rings)</li> </ul>

## Security lockdown plan

<b>Our safe assembly points</b>	<ul style="list-style-type: none"> <li>Classrooms or school hall</li> <li>PPA room for office staff</li> </ul>
<b>Secure entrance and exit points</b>	<ul style="list-style-type: none"> <li>Teachers secure classroom doors, close windows and pull down blinds</li> <li>Adults ensure shared area doors are shut</li> <li>Site Manager to secure entry and exit points to school if appropriate</li> </ul>
<b>Bring pupils inside</b>	<ul style="list-style-type: none"> <li>Adults bring pupils in from outside to classroom. When adults alerted by lockdown signal they use the school bell.</li> <li>Register taken</li> </ul>

<p><b>Steps to increase protection</b></p>	<ul style="list-style-type: none"> <li>• Lock and screen doors</li> <li>• Position children away from sightlines from external doors and windows – for example, under a desk</li> <li>• Turn off lights and monitors</li> <li>• Make sure mobile phones and electronic devices are on silent, or turned off</li> <li>• Turn off fans or air conditioning units</li> <li>• Cover windows (pull down blinds) and air vents (if the risk is pollution or a gas cloud)</li> <li>• Class teacher take register</li> </ul>
<p><b>Internal communication during a lockdown</b></p>	<p>Staff Information WhatsApp</p>
<p><b>Communication with parents/carers during a lockdown</b></p>	<p>Parent Mail – text and email</p> <p>Parents asked not to call the school so lines can be used to contact emergency services, and not to come to the school.</p> <p>‘The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. Please do not call the school as this may tie up emergency lines. We will inform you when it is safe to collect your child.’</p>
<p><b>Arrangements for pupils or staff with additional needs</b></p>	<ul style="list-style-type: none"> <li>• Separate assembly point outside</li> <li>• Sunshine/Orchard Class.</li> <li>• Designated staff to support children with physical and special needs</li> </ul>
<p><b>Lockdown duration</b></p>	<p>Lockdown will remain until Head Teacher or emergency services confirm it has been lifted.</p>
<p><b>Evacuation plan, if needed</b></p> <p>It is very much <b>the exception</b> to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<ul style="list-style-type: none"> <li>• An evacuation will be communicated by Staff Information WhatsApp.</li> <li>• Alternative place of safety Dagenham Park School (02082704400) William Ford School (02082705582)</li> </ul>
<p><b>Security lockdown drills</b></p>	<ul style="list-style-type: none"> <li>• Termly</li> <li>• Pupils informed in class assemblies.</li> <li>• Parents informed by parent mail.</li> </ul>

## Lockdown drill action check list

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
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		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		