



# Thorns Primary School Lockdown Procedure

Incident control officers and response team		
Role	Nominated person	Emergency contact number
Incident control officer	Rebecca Jordan	
Deputy incident control officer	Karen Cartwright	
Communications officer	Karen Cartwright	

Signals	
Full lockdown signal	Dedicated lockdown siren

**Prepared by:** Senior Leadership Team

**Updated on:** 7<sup>th</sup> June 2023

## Full lockdown procedure

### Initial implementation

Lockdown procedures are to take place immediately on hearing the lockdown alarm.

If outside and it is safe to do so the children should be led inside to a safe space.

Upper KS2 staff to ensure playground door to KS2 is locked

Staff will ensure that classroom windows are doors are closed, locked and blinds closed. Lights, smart boards and monitors are all to be turned off. Fire Register to be collected.

Children are to remain the cloakroom next to their classrooms

Children or staff not in their class for any reason are to proceed to the nearest cloakroom or safe space.

Office staff to:

- lock the front door to school
- close blinds and turn lights and computer monitor's off in office
- close blinds in school hall and check doors are closed
- close blinds and turn lights and monitor's off in the staff room
- ensure that the KS1 playground door is closed

Office staff then proceed to the safe space outside the Head Teachers office

Site manager if on site to head to safe space outside Head Teachers office

Staff in the meeting room or senior staff office to proceed to year 3 and 4 cloakrooms

Staff in the library proceed to year 5 and 6 cloakrooms

Staff in staffroom to proceed to the safe space outside Head Teachers office

Staff in corridors to go to the nearest safe space

Kitchen staff to lock the back door turn lights off and proceed to their kitchen cloakroom

### During the full lockdown

Staff will communicate via the two-way walkie talkies located in every safe place in the black document file.

Class teachers are to carry out a full register to identify if anyone is missing. If a child or member of staff is missing this must be communicated to the Head Teacher immediately via the two-way radio. The Head Teacher will then check with every safe space to locate the missing person.

If they cannot be located a search of the school will be carried out by the control officer and deputy control officer

<b>NO ONE SHOULD MOVE AROUND SCHOOL</b> other than the incident control officers
Staff to keep children calm and quiet
Staff are to remain in lockdown positions until the Head Teacher gives all clear via the radio.
Communication via the two-way radio must be kept to a minimum and communication only made to answer any queries by the Head Teacher
No pupil is released to their parents during the lockdown.
When the Head Teacher gives all clear office staff are to telephone kitchen staff if they are on site and pre-school to advise them that the lockdown is over

<b>Lunchtime Arrangements</b>
Should the lockdown alarm sound at lunchtime, lunchtime supervisors are to get all children inside through the closest entrance. Children should then go to their allocated safe space. Reception Class to the reception toilet area Year 1&2 to the year 1&2 cloakroom Year 3&4 to the year 3&4 cloakroom Year 5&6 to the year 5&6 cloakroom <b><i>ALL lunchtime supervisors to remain with their allocated class until all clear signal has been given</i></b>

<b>Lockdown assembly points are</b>
Reception class toilet area
Year 1 and 2 Cloakroom
Year 3 and 4 Cloakroom
Year 5 and 6 Cloakroom
Corridor outside Head Teachers Office
Kitchen staff cloakroom

<b>Staff responsibilities</b>	
Head Teacher	To lead all communication with staff and contact the emergency services if needed.
Business Manager, Family Support Worker and Admin Team	To secure main entrance, offices, staff room and hall

Assistant Heads, Class Teachers and TA's	To ensure all classrooms are secure and children kept calm and quiet
<b><i>If the Head Teacher is off site, the Business Manager or Family Support Worker as non-classed based staff will lead the communication from the office safe space</i></b>	

Further action after the lockdown
Parents are informed of the incident via an email.
The SLT reviews the full lockdown procedure for its effectiveness and make changes as necessary.