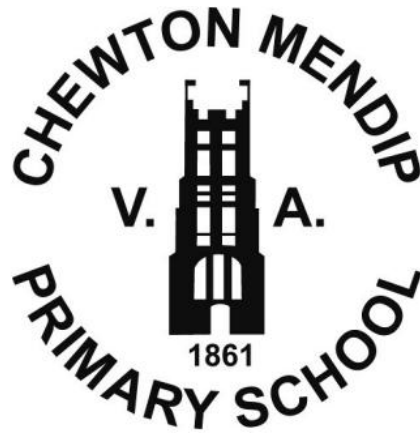


Chewton Mendip Church of England
Voluntary Aided Primary School



Lockdown Procedure

Last reviewed on: July 2025

Next review due by: July 2026

Lockdown Procedure

When alerted to issue:

If children are in the playground: End playtime immediately by quickly blowing the whistle. Children will stand still and should be instructed to walk in silence to the hall. Do not ask children to line up or to collect belongings. Children should go straight to the hall through the back door (by the changing room). An adult should be at the back of the line to ensure all children have left the playground and the area is clear.

1 adult should go ahead, directly into the infant building through the back door to alert other adults using the term:

"CODE ONE."

All doors should be locked using the thumb locks, windows should be closed, blinds and curtains drawn. All adults should then make their way to the hall, ready to receive the children.

The internal telephone or walkie talkie if available, should be used to inform the admin team and staff in the lower building of the situation, using the term: **"CODE ONE." Details of the incident should be relayed clearly so the appropriate response can be taken.**

Staff in the lower building should secure the building by locking doors, closing windows, drawing blinds and curtains. They **SHOULD NOT** attempt to move between buildings unless it is safe **AND** they are directed to do so by the lead person.

In each building the most senior staff member present will become the lead for the building. If no senior staff member is available, one staff member should take this role and become the lead. They will be the contact between buildings and/or the emergency services. They will make decisions as appropriate and will be the only staff member using the telephone to communicate between buildings, unless they are unable to act.

Staff should be made aware of who the lead for each building is.

If all children are in classrooms: Infants to move to the hall together. Juniors to move to the lower building downstairs classroom. This will mean less sites to manage during the incident.

If multiple areas are used, for example at lunchtime, two bases should be used; the hall or the lower classroom in the bottom building. Staff and children should be directed to the closest base.

Staff, visitors and children **SHOULD NOT** attempt to move between buildings or leave the site unless it is safe **AND** they are directed to do so by the lead person.

Headteacher, or in her absence, the most senior staff member present will contact the emergency services on 999 informing them of the situation.

If the Headteacher is off site, she should be informed immediately.

Communication should happen via the internal telephone or via mobile text messages between the lead person for each base. This will ensure there is only one source reporting information. Other staff should share any relevant information with the lead person.

Should a child need the toilet, they will be escorted by an adult as quickly as possible. The lead adult should be informed so they are able to keep track of where people are at all times.

The Red Room **MUST** be informed.

Any visitor due to arrive at the school should be contacted to not approach until further instruction is given.

Both the internal telephone and external line should be kept clear.

Should an intruder enter a building, staff and children should evacuate the building, the lead person will sound the nearest fire alarm which will alert all staff of the situation. The lead person will dynamically assess and decide where the most appropriate evacuation point should be.

The lead person for each building will inform staff when the incident is over and that it is safe to resume normal activities.

Following any incident staff will have a full debrief to discuss the incident and any points that need to be considered in the event of a future incident.

Parents will be informed of incident when safe to do so by the headteacher.

Reducing risks

Staff and children should remain vigilant at all times. Ensuring doors are always closed correctly and fully behind them to reduce the risk of an intruder.

All visitors will be given a visitor's lanyard.

Staff should challenge anyone unaccompanied by a member of staff on site that they do not recognise and who are not wearing a visitors' badge.

Anyone with a plausible reason for being onsite but not wearing a visitors' badge should be escorted to the office where they can sign in and collect a visitor badge. This also applies to parents.

Any unidentified person on site should be asked to leave immediately and escorted to an exit, ensuring the person has left the site. The headteacher should be informed immediately and she will alert the police, with a full description of the person.

All staff should be alerted and should remain vigilant. Ensure all doors are closed and await instructions from the police.

Lockdown procedures should be followed until all clear is given.