

## Great Wilbraham C of E Primary Academy Policy – LOCKDOWN PROCEDURES

Date Created – Sept 2025

Date Ratified – Sept 2025

Great Wilbraham LOCKDOWN PROCEDURES	
LOCKDOWN SIGNAL	
Lockdown will be signalled by an intermittent bell or being quietly informed by a member of ELT/SLT The all-clear signal will be shouted out by the ELT member on site shouting 'All Clear' throughout the school	
LOCKDOWN LOCATION (unless directed elsewhere by the SLT)	
Class	Location
Badger Class	Badger Classroom
Hedgehog Class	Hedgehog Classroom
Squirrels Class	Squirrels Classroom
Fieldmice Class	Fieldmice Classroom
Office Staff, Kitchen staff, Visitors	Library
STAFF ACTION	
Class teachers in control of the class will ensure that they: <ul style="list-style-type: none"><li>• Secure external doors and access doors to the classroom</li><li>• Secure all windows</li><li>• Draw curtains / blinds, turn off lights and whiteboards / computers</li><li>• Children to sit on the floor out of sight of windows and doors</li><li>• Block access points</li><li>• Register children</li><li>• Children outside are brought in as quickly as possible, unless it endangers them</li><li>• Encourage pupils to remain calm and remain still</li><li>• Await instruction from ELT/SLT</li><li>• Remain in the space until the all-clear is given, or told to evacuate by the emergency services</li><li>• Pupils must not be released back to parents during a lockdown</li></ul>	
ELT/SLT will: <ul style="list-style-type: none"><li>• Notify the emergency services and, if practical, be notified of persons unaccounted for</li><li>• School office to establish communication with emergency services / ACT / CCC as appropriate.</li><li>• Parents will be notified as soon as is practical during a lockdown</li><li>• Pupils will not be released to parents during a lockdown</li><li>• If it is necessary to evacuate the building the fire alarm will be sounded</li><li>• If someone is taken hostage in school, the school evacuate the rest of the building</li></ul>	
All other staff and visitors will: <ul style="list-style-type: none"><li>• Proceed to the location detailed above</li><li>• Notify the ELT/SLT of any persons unaccounted for</li><li>• Await further instruction</li></ul>	
On hearing the lockdown signal and only if practical: <ul style="list-style-type: none"><li>• The school registers will be collected by the office staff</li><li>• Class first aid will be taken by each teaching assistant</li><li>• Walkie Talkies to be distributed</li></ul>	

