



The Acorn Partnership

**Marston Montgomery Primary School
Long Lane C of E Primary School**

Lockdown Procedure

Policy written – March 2025

To be reviewed – March 2028

Lockdown procedure

It is clearly very difficult to prescribe specific circumstances when a lockdown procedure will need to be activated. In some cases, it may be a notification from an external agency such as the emergency services or the county council's emergency planning department that instigates the procedure. In other cases, it may be a judgement call from the most senior person on site reacting to information received from staff/visitors relating to a developing situation. In some cases, it may be a planned response to a particular known circumstance.

However, some examples of when lockdown procedures may be activated are given below:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans / actions are dynamic and able to deal with an ever-changing risk/threat.

Lead Responsible Person	
Designated Senior Person	Mrs Teresa Bosley
Deputy Designated Senior Person(s)	LLPS: Mrs Linda Norcross MMPS: Mrs Louise Thomas

Signals	
Signal for Lockdown	LLPS: Staff will shout 'Hide' MMPS: Staff will shout 'Hide'
Signal for All-clear	LLPS: Senior member of staff will inform other staff MMPS: Senior member of staff will inform other staff

Lockdown	
Entrance points (e.g. doors, windows) which should be secured	LLPS: Office staff to lock main entrance. MMPS: External doors are secure at all times due to mag-locks
Communication arrangements	<ul style="list-style-type: none">▪ Mobile phones, staff will use the WhatsApp staff group to contact each other▪ If mobile phone signals are unavailable. Staff to wait in classrooms until the all clear is given from SLT.

Upon hearing the lockdown signal, take the actions below if it is safe to do so. **Personal safety takes president and no-one should put themselves or anyone else in danger.**

If someone is taken hostage on the premises, consider an evacuation of some or all of the site and/or if firearms involved, consider an evacuation of some or all of the site – See Appendix A - Government Advice relating to Firearms and weapons attack

Actions for staff

SOUND THE LOCKDOWN SIGNAL – Shout ‘Hide’ and listen for other staff members to shout ‘Hide’ so that you know they have heard.

Anyone outside the school buildings should be brought inside as quickly as possible.

LLPS: Staff and pupils in classrooms to gather in the Meadow Class. Garden Class to go under the teacher’s desk. Meadow Class to go under the tables. Blinds will be shut. Staff in the office will go in the toilet in the office.

MMPS: Meadow Class staff and pupils to hide in the middle room; Garden Class staff and pupils to hide in the corridor.

(Staff should not leave classroom to find out what is going on)

Undertake a register as soon as possible. Report any missing pupils to the office by WhatsApp group / telephone / emails. Instructions will be co-ordinated via Mobile Phone or SLT.

Lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building. Close the blinds in classrooms

Ensure people take action to increase protection:

- Lock internal doors/windows if possible
- Block access points (e.g. move furniture to obstruct doorways)
- Sit on the floor, under tables or against a wall
- Keep out of sight
- Draw curtains / blinds
- Turn off lights
- Stay away from windows and doors.

Remain inside until an all-clear has been given by SLT, or unless told to evacuate by the emergency services.

EMERGENCY LOCKDOWN PROCEDURE FOR CLASSROOMS

SIGNALS

Signal for Lockdown

LLPS: Staff will shout 'Hide'
MMPS: Staff will shout 'Hide'

Signal for All-clear

LLPS: Senior member of staff will inform other staff
MMPS: Senior member of staff will inform other staff

On hearing the above signal for a school lockdown take the following actions:

ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Block any access points into the classroom by moving furniture in front of door.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible.



Undertake a register as soon as possible. Report any missing pupils to the office by telephone/email.

**STAY
IN**

Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services.
DO NOT leave the classroom to find out what is happening.

**KEEP
CALM**

Keep pupils calm by offering constant reassurance. Keep as quiet as possible.

Government advice relating to FIREARMS and WEAPONS ATTACK

RUN

- Escape if you can.
- Consider the safest options.
- Is there a safe route? **RUN if not HIDE.**
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind. Hide
- If you can't

HIDE

- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

TELL

- **Call 999** - What do the police need to 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.
- Stop other people entering the building if it is safe to do so.