



Bellevue Place  
E D U C A T I O N T R U S T



## Lockdown Policy and Procedure

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal period	Annually
Review Date:	September 2019

## Kilburn Grange School Lockdown Procedure

There may be circumstances where a school needs to lock itself in, to secure staff and children from an outside threat. This is described as a 'lockdown'.

If a lockdown is declared:

- Headteacher or office manager will be advised to implement the lockdown by emergency services, or other external agency or internal identification by a member of staff / parent
- Staff will be advised by Headteacher /Office Manager that it is in 'lockdown' by word-of-mouth or continuous blasts of whistle
- In the event that the emergency services did not contact the school, the school should contact emergency services to advise them of the situation
- Staff to complete head count as soon as possible and notify Headteacher /Office Manager if a child is missing; in the event this is the case the school will follow the BPET Missing Child Policy
- All staff will remain in classrooms, keeping children calm and away from windows
- All children in external PE lessons will be advised to return to the school building

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight; minimise movement
- Stay silent and avoid drawing attention
- Endure; be aware you may be in lock down for some time

The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor entrances discretely from side windows. Staff should only open gates when visual confirmation of the presence of the Emergency Services can be confirmed.

Parents will be informed through an electronic message sent out via Arbor:

*School is in a lock down situation due to .....*

*The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.*

*Please do not collect your child or come to the school until you receive the 'all clear' message.*

*Thank you*