



## **De Bohun Primary School LOCKDOWN PROCEDURE**

### **Go In, Stay In, Tune In**

De Bohun Primary School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the school, its staff, children, visitors or property. Where possible, the De Bohun Primary school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorized person(s) considered dangerous, are on school grounds.
- In instances included domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a member of the office staff and a recognisable signal of 4 intermittent blasts will sound via the school fire alarm sound system.

## **Procedure**

Follow the **CLOSE** Procedure:

**C**lose all windows and doors.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. Be aware that you may be in Lockdown for some time.

## **The following steps provide guidelines for staff, students and visitors in an emergency situation:**

1. On hearing the lock down signal a member of SLT/ main office will call for assistance using 999.
2. All main exit and any internal doors that require fob access will automatically lock
3. A recognisable signal of 4 intermittent blasts will sound via the school fire alarm sound system around the school

## **Upon hearing the Lockdown signal, these steps will be followed:**

1. Staff to guide all children into the main hall if playing outside. Staff to secure all windows and doors and keep the children calm. If anyone is outside, call them in. Collect medical box, register.
2. Do a head count immediately & call register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of their classroom or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given by the police.