**Lockdown Details**

Who can initiate a lockdown?

* Headteacher
* Police
* Deputy’s (in absence of Headteacher)

Types of lockdown

***Partial Lockdown***

Something happening outside the school, i.e. incident outside the school, for example, gas explosion, air pollution (in the local community).

**Procedure**

1. All outside activity stops
2. Students return to the main building calmly and go to your classroom
3. Senior staff will check everyone is inside
4. Students remain in the building and external doors and windows locked
5. Lessons will continue as normal
6. You will move to the next lesson as normal

***Full Lockdown***

Something is happening inside the school, i.e. wild animal or intruder enters the building.

**Procedure**

1. All students should proceed to the nearest classroom
2. Students should sit together, quietly and out of sight as much as possible (e.g. under the desk or around a corner)
3. Any classes outside should make their way immediately in to the building and enter the nearest classroom or safe space
4. All students and staff who are on the field or on the MUGA please make your way into the Sports Hall
5. All doors and windows should be closed and locked and opened only to students and staff seeking safety, or the Police. All doors can be locked with a thumb turn on the inside of the door
6. All window blinds should be drawn closed and lights turned off

Students are to remain calm at all times.

Students should listen to their teacher or staff member

Students will remain quiet and shut off electronic whiteboards.

If the fire alarm is activated do not follow the usual fire evacuation procedure.

Wait until for a message is communicated via the Tannoy

The bell will be switched off to avoid any confusion

Please do not telephone the school during a lockdown, the phones will not be available.