



Emergency Protocol (including Lockdown Plan)

Aim: To ensure the safeguarding of children and staff in the case of an Emergency.

School gates should be kept closed and bolted during the school day. All visitors, during the day, should use the main entrance. Signage around the school should clearly identify the route to the main entrance. Visitors - even parents bringing in forgotten items - should only use the main door and be dealt with by administration staff. They should not meander around the school or grounds unaccompanied.

Classroom doors (other than cloakroom and classroom doors at playtime) should be kept closed during the day.

Morning Procedures: Each morning children enter through classroom doors. An member of staff should be situated near the exit to the classroom door. By having a presence at the door, staff can be vigilant of any children attempting to follow a parent/carer outside.

Teachers will meet and greet at the classroom door. Any unknown adults should be asked their identity politely- e.g. 'Hello, I don't think we've met - I'm Mrs XXX, what's your name?' Also identify which child/ren the unknown adult may be accompanying.

Parents collecting children during the day should always report to the office. Parents should never be allowed to collect or return children directly to or from the playground/classroom themselves and should always be asked politely to report to the school office. Children leaving school early should always be signed out electronically via the front office.

It is a requirement that **all** visitors **sign in** and **out** electronically.

Contractors: If work is being carried out internally children should preferably be kept clear of the work area or supervised by an adult if there is a need to enter the work area. If work is taking place outside, the area should be avoided or cordoned off and any work on the playground ceased during break-times.

Whatever the circumstances children should always be supervised by an adult and never left unaccompanied.

Staff should always take a playground pouch with them when outside with children and ensure it contains: a whistle, red HELP card (for serious incidents) and an orange HELP card (for general support).

Children should be reminded to tell a member of staff if they notice strangers in or near the school grounds (including hovering near or staring in from the other side of the playground fence/the park opposite school).

For identification purposes, visitors who have been electronically signed in will be given a visitor's lanyard or photo ID sticker to wear.

Staff should be clear about security procedures and should always be vigilant and encouraged to politely challenge visitors; questioning who they are, and what they are doing.

A HELP card should be used to summon support and, if necessary, any stranger escorted to the school office. Strangers should not be left unaccompanied once identified. The Police should be called if a stranger refuses to comply and becomes difficult.

Most importantly, staff should be reminded that they should always confront **anyone** where the reason for their presence or their intent is unknown unless they suspect menace. They should also never hesitate in sending for help.

Emergency Lockdown Procedures

Should an incident be considered serious enough the following procedures will be activated:

A bell will be **continuously sounded** across the school set off by the control panel in the reprographics room or in the hall/corridors/outside (if the incident is elsewhere or in the grounds) until attention has been drawn.

Emergency in Grounds

If a long continuous bell is sounded across the school then teachers should come to the school office as soon as possible (if another adult is in the room to supervise the children).

The adult/s remaining in the classroom should check any outside doors and windows are closed and close the blinds in the classroom. Children move under the tables and are told to keep quiet and still.

If a class or group is in the grounds the office should be notified when it goes out and returns via our Teams platform.

If a group is in the grounds with a Teacher or LSA they should always have a playground pouch and whistle on them. In the event of a stranger on site then the group or class should return to school immediately. A HELP card can be sent if only assistance is needed.

Emergency inside School

If an **emergency** occurs within a class during teaching time or lunchtime, assistance should go directly to the classroom. There may be help needed for First Aid and/or removing children to another space, logging details of the incident or summoning an ambulance.

If First Aid is needed a first aider can be summoned (or in the case of an anaphylactic reaction) any adult who has received training in the use of an adrenaline pen may administer medication. It is advised that a minimum of 2 adults should be present for the administering of an adrenalin pen: one adult can read the instructions to allow the other member of staff to administer the pen. Note must be taken of what time medication is given and, in the case

of adrenaline pen use, an ambulance and parents called. Any used adrenaline pen(s) should accompany a child to hospital.

A record should be kept of any incident causing concern and a review undertaken to identify any vulnerabilities. This will be logged on My Concern.

Staff need to be regularly reminded of their responsibilities. Such reminders help to ensure new members of staff are familiar with procedures without being reliant on hoping they have studied the requisite policies.

Most importantly, staff should be reminded that they should always confront **anyone** where the reason for their presence or their intent is unknown. They should also never hesitate in sending for help.

A **continuous bell** indoors should **ONLY** be used in emergencies (other than a termly drill).

Each class has a Red and Orange HELP card for use to summon non-emergency support.

Emergency Procedures: Lockdown

Lockdown Plan	
Staff responsibilities	
Headteacher Deputy Headteacher	<ul style="list-style-type: none"> • <i>Collect information, Inform Staff</i>
Other staff members	<ul style="list-style-type: none"> • <i>Admin Staff Inform Emergency Services</i> • <i>Teachers and support staff: stay with pupils & remain calm</i> • <i>Admin Staff: communicate with parents (when appropriate)</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Dedicated 'lockdown' alarm : Continuous Bell</i> • <i>Pop up on employee computers via Teams, classroom phones, Seesaw, parent mail</i> • <i>Word of mouth</i>
All clear signal	<ul style="list-style-type: none"> • <i>Word of Mouth</i> • <i>Internal message systems</i>
Evacuation signal	<ul style="list-style-type: none"> • <i>Fire Alarm</i>
Lockdown	
Assembly points	<i>Classrooms, offices.</i>
Entrance and exit points	<i>Classroom & Cloakroom Doors & Windows to be shut & blinds lowered by Teachers & Support Staff Main door checked by Admin staff. Office Blind lowered including the metal window barrier</i>
Bringing pupils inside	<i>Long Bell signal to stop then children follow command to walk in Register when all inside- notify office if child is missing</i>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Lock and screen doors</i> • <i>Position children away from sightlines from external doors and windows, for example off centre of room or under tables</i> • <i>Turn off lights and laptops</i> • <i>Ensure mobile phones and electronic devices are on silent</i>

Internal communication	<i>AF Teams and classroom phones can be used to communicate emergency messages internally. These should be turned onto silent & kept in a cupboard during the day. Communication via Seesaw to parents.</i>
Communication with parents	<i>A combination of Seesaw, text and email Ask parents not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</i>
Additional notes	<i>Have an evacuation plan for children with SEN/SEMH & Medical Needs</i>

Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger - <i>turning off lights and locking internal doors</i>			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			

C	Close all windows and doors
L	Lock Up
O	Out of sight and minimize movement
S	Stay Silent and avoid drawing attention
E	Enduring - be aware you may Be in lockdown for some time