



Learning through hard work, friendship and fun.

Mill Lane Primary School Lockdown Policy

Adopted April 2021

Review date June 2022

Staff responsibilities	
Headteacher or deputy in HT's absence	Ask office to ring 999 Sound siren in school – to be kept under HT desk
Other staff members	<ul style="list-style-type: none"> • Deputy headteacher: communicate with parents • Teachers and support staff: stay with pupils • Office to alert parents with the message “Mill Lane School is locked down. Everyone is safe. Please do not ring school as we need the telephone lines to be clear. We will keep you updated”
Signals	
Lockdown signal(s)	A new siren has been purchased and will be kept under the HT's desk – this will be sounded in one continuous sound.
All clear signal	The HT will notify all classrooms and other rooms in person that the incident is over and lockdown has ended.
Evacuation signal	The siren will be sounded in short bursts if the building needs to be evacuated but the fire alarm WILL NOT be sounded.
Lockdown	
Assembly points	All staff and pupils should return to their own classroom with the exceptions of nursery and reception who will assembly in the “end, round walled room” past the EYFS classes.
Entrance and exit points	All doors should be locked at all times, the back gate is padlocked and the main gate is locked on a magnetic locking system These doors will remain locked and the fire alarm WILL NOT be sounded as this releases the magnetic locks.
Bringing pupils inside	<p>Children who are outside will be supervised at all times and the siren will be sounded in the playgrounds so adults can bring children back in.</p> <p>All staff to do a full headcount and register of staff and pupils as soon as the lockdown is in place.</p> <p>The evacuation report (am and pm) will be taken to each class and the old one removed and shredded so a quick register can be undertaken (Parent Hub may be used for this and is being investigated).</p>
Steps to increase protection from danger	<p>All pupils and adults in a room will move as far away from any windows and doors as possible or underneath the windows if this is safer.</p> <p>Tables will be pushed in front of doors to increase security.</p>
Internal communication	Any communication from the office will go to staff via Parent Hub in the staff channel.
Communication with parents	Parents will be contacted via parent Hub direct message to ensure all receive the message. The message will be as written above or as decided by the HT at the time.
Additional notes	There are two staff members with some mobility limitations but they work in the office and they would not be required to move from there.