



Lockdown Procedures 2023-2024

Pear Tree Mead Academy

Part of the Passmores Co-operative Learning
Community

Lockdown Procedures

2023- 2024

In the event of a fire the fire alarm will sound and we will follow the schools fire procedures and meet on the infant playground.

In the event of a bomb threat/event where we must leave the school we will operate normal fire drill procedures and then head to Passmores. This is the school evacuation procedure.

In the event of an intruder/event where we need to stay securely within school the following should happen. This could be a hold and secure lockdown or a full lockdown depending on the situation. It is most likely that a full lockdown would occur if someone had already entered the building. Partial lockdown maybe an intruder in the school grounds.

- Whoever receives the information needs to start the lockdown procedure. Call or send message to the office first – “We are on partial or full lockdown.” Office staff will sound the doorbell and phone all phone lines - “We are on partial or full lockdown, secure your area.”
- Teachers/staff in charge of groups – account for all children. If children are outside call them in using your usual procedure but tell other adults that they need to urgently get inside using the words lockdown.
- One member of classroom staff to complete the lockdown and one to continue to pass on the message as needed.
- ALL STAFF –shut and lock doors and windows, close blinds and do not leave the room . For full lockdown - Children and staff to sit under tables/in a safe place and lights to be turned off. All to be silent and keep away from windows and doors.
- ALL STAFF – to leave phone lines clear and wait for further information
- If the fire alarms go off, stay where you are unless you are aware that there is a fire.
- If it is lunchtime – the MDAs will bring their class back to their classroom.

Lockdown Card

1. Ring the office.
2. Lock doors and windows
3. Call phone lines (use the groups below if there are 2 people in the office available to call) - “We are on lockdown, secure your area.”

Group A	Group B
Nursery Preschool Year 3/4 - rainbow room The Warren Staff Study	Reception The Hive Staff Retreat Finance Manager Discovery Room

RUN, HIDE, TELL

If you receive the call:

Year 3 and 4 – Message to classrooms downstairs and upstairs and swimming pool

SLT – Message to all of 5/6

The Hive – to ring other hive rooms.

Staff in the warren and staff study to let verbally Year 1, 2 and Lavender know.

Procedure for securing doors and windows (if you can)

	Lead	Support staff
Preschool	Gather children and shut and secure all doors.	Close and secure room windows One person to secure Hive entrance
Nursery	Gather children and shut and secure all doors.	Close and secure room windows One person to secure outdoor gates
Reception	Gather children and shut and secure all doors.	Close and secure room windows One person to secure main entrance
Yr 1	Gather children and shut and secure all doors.	Close and secure room windows One person to secure external door from the corridor
Yr 1	Gather children and shut and secure all doors.	Close and secure room windows One person to check the library for children and door
Yr 2	Gather children and shut and secure all doors.	Close and secure room windows
Yr 2	Gather children and shut and secure all doors.	Close and secure room windows
Yr 3	Gather children and shut and secure all doors.	Close and secure room windows
Yr 4	Gather children and shut and secure all doors.	Close and secure room windows
Yr 4	Gather children and shut and secure all doors.	Close and secure room windows
Yr 3 upstairs	Gather children and shut and secure all doors.	Close and secure room windows One person to secure stairwell door

RUN, HIDE, TELL

Yr 5	Gather children and shut and secure all doors.	Close and secure room windows
Yr 5/6	Gather children and shut and secure all doors.	Close and secure room windows
Yr 6	Gather children and shut and secure all doors.	Close and secure room windows One person to secure stairwell doors
SENDCo office	Secure own door and windows	
Office	Secure own doors and windows	
SLT	Secure photocopier room and all doors and windows	
Discovery room	Secure doors and windows	
Hive	Secure own door and windows and external door	

Daily routine

It is important that in our daily routine we secure the school at all times but especially when the external gates are open at the start and end of the day.

The new build doors will automatically be unlocked once opened. Please refrain from walking out of the staff room and corridor doors. Year 1 and 2 – external classroom doors should be locked at all times. You need to make sure that you turn the handle when you enter the classroom.

Fire doors should be kept closed at all times – at bottom of stairs, unless manned by an adult. KS2 doors should be kept locked at all times.

Early Year need to make sure that their gates are kept locked at all times so that no one can enter the gardens. Doors should be kept locked at the beginnings and ends of the day when the gates are open for parents to enter.

If you have a key for your door please keep it in a visible spot.

Once external gates are open in the morning and the afternoon please be aware that anyone can enter the school grounds. You should not be outside with your class at this point. Eg doing PE. We cannot control who walks through those gates so we must make sure that we are safely inside where they cannot get access to us or the children,

Before you send your children out for the end of the day, playtime or lunchtime please take a moment to assess the situation outside before sending the children out. Do not send you children out if you think they may be in danger. If this is the case you must start partial or full lockdown.