



Maple Medical PRU : Lockdown procedure

Date of Policy – January 2021

Date of review – January 2023

Signed

Chair of Management Committee

Head teacher

Plan	
Staff responsibilities	
Headteacher/ Deputy head teacher	<i>Ensure plan is adhered to. Contact LA and chair of Management Committee</i>
Other staff members	<ul style="list-style-type: none"> • <i>Receptionist and business manager contact parents/ carers</i> • <i>Teachers and support staff: stay with pupils</i> • <i>Site manager: ensure all access points are secured – if absent Head and/or deputy to secure access points</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Three beeps repeatedly for about a minute</i>
All clear signal	<ul style="list-style-type: none"> • <i>The same sound i.e. three beeps repeatedly</i>
Evacuation signal	<ul style="list-style-type: none"> • <i>Fire alarm</i>
Lockdown	
Assembly points	<ul style="list-style-type: none"> • <i>Pupils and staff to stay in classrooms – blinds closed, barricade doors</i> • <i>If break time, pupils and staff to stay in break areas, blinds closed, barricade doors</i> • <i>If any pupils/ babies outside, staff to bring them in quickly to break areas</i> • <i>Staff and babies to stay in the nursery – curtains closed, doors barricaded. At break time, young mums to stay with babies. Babies to be away from external doors (kitchen area or behind settee).</i> • <i>Staff and babies in Seedlings to stay in Seedlings nursery and to position themselves out of sight of the windows and away from external doors.</i>
Entrance and exit points	<i>Entrance and exit points are secured at all times. Staff to close any windows</i>
Bringing pupils inside	<i>At the sound of the lockdown alarm, all pupils to be brought inside. All pupils are signed in and out by the receptionist. The business manager and receptionist have a record of who is inside or outside.</i>
Steps to increase protection from danger	<ul style="list-style-type: none"> • <i>Position pupils away from sightlines from external doors and windows, for example under a desk</i>

	<ul style="list-style-type: none"> • Turn off lights and monitors • Ensure mobile phones and electronic devices are on silent, or turned off
Internal communication	<i>Walkie talkies in each room</i>
Communication with parents/ carers	<p><i>A dedicated mobile phone with all parent/ carer contacts in and updated, will be used by the receptionist or business manager to contact parents/ carers from a safe area.</i></p> <p><i>Parents/ carers will be asked not to contact school as lines need to be kept free. They will also be asked not to contact their child.</i></p>
Additional notes	<p><i>Any pupils or staff with additional needs will have a PEEP known to staff</i></p> <p><i>During exam time we will follow the exam lock down policy</i></p> <p><i>In the Hospital School, staff will follow the Hospital's own policy on lockdown</i></p>

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]			
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			