



Lakeside Lockdown Procedures

Guidance for staff

- A continuous whistle, as well as an air horn sounder, will be sounded for a minimum of 5 seconds in the corridors (and playground if children/staff are outside)
- On hearing the whistle/horn stay in the classroom (or room you are in)
- Close all blinds.
- Close and lock internal doors.
- Sit children down and take a register (if possible) or count and list the children you have got (with their full name and class).
- The office will phone each room to assess who is present in each space within school- wait for the phone call and don't call the office unless it is an emergency.
- Keep the children quiet and reassure them.
- Await further instructions- these will come in the form of a telephone call or in person alerting you of the end of the lockdown (log onto school email if possible as additional information may come through via LakesideAllStaff email)

If outside of the building or in the corridors when lockdown alert is sounded then move to the nearest indoor space as quickly as possible.

Once inside in a safe place follow the procedures above.

Members of the SLT (who are not teaching children at the time) will check toilets, communal areas and corridors to check for any unsupervised children. Any children will be taken to the nearest room to be supervised by the adult within. SLT members will return to the school office (if within Paul Mole building) or SLT office in Starhill building and wait there until end of lockdown is announced.

If at any point during a lockdown the **fire alarm is sounded** then staff and children must evacuate the building, following fire evacuation procedures and gather at the fire assembly point.

(Please see HARMONY TRUST LOCKDOWN PROCEDURE AND STAY SAFE PRINCIPLES for more guidance)

(J Baker-Heath July 2019)