

## Gawthorpe Community Academy

### Lock Down Procedures,

**The Full Lockdown Alert** to staff: 'Full lockdown' - This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

#### Immediate action must be taken

1. Staff triggering Lockdown will blow their whistle – long continuous blow.
2. Pupils who are outside of the school buildings are to be brought inside as quickly as possible.
3. Pupils who are inside the school building should remain / return to their classrooms.
4. All external doors and, as necessary, windows should be locked, blinds drawn. Children should remain calm.
5. The class teacher should take the register - staff should notify the office immediately of any pupils not accounted for (text message / e-mail / mobile contact using iPad). The office will contact each class in turn for an attendance report.
6. A senior member of staff will instigate an immediate search for any missing pupil.
7. **All staff should use discreet communication channels:**  
Staff must access e-mail system and await further instruction. Staff should not unless there is an immediate threat make unnecessary **voice calls** to the school office as this could delay more important communication.
8. Staff and pupils will remain in lock down until it has been lifted by a senior member of staff / emergency services.
9. At any point during the lockdown, the fire alarm may sound. All staff and children should exit the building following Fire Drill procedures.
10. A member of Office staff will establish communication with the Emergency Services as soon as possible. The message to the Emergency Services is

#### **'Gawthorpe Community Academy, Ossett is in Lockdown'**

11. A member of the office staff will contact Tracey Fallon, MAT, will be notified verbally – 07787130047.
12. Parents will be notified as soon as it is practicable to do so, after advice from the Emergency Services, via the school's established communications system (text message system). **No member of staff will communicate externally with members of the public or with parents during a Lockdown situation.**
13. Pupils will not be released to parents during a lockdown situation.
14. Staff should await further instructions via the school email system.

#### Parents

15. School Office staff will send a text message to parents instructing them that school is in Lockdown. They will be reassured that the Emergency Services are doing everything possible to ensure the safety of all children.
16. They will be instructed will not telephone school / come to school.
17. They will receive updates if possible.
18. They will be informed via text message when the Lockdown has ended and from where to collect their child(ren).

## **Nursery**

19. The same procedures apply to the separate Nursery and MAT offices. A lockdown incident in the main school building will automatically apply to the Nursery and likewise a lockdown incident in the Nursery will apply to the main school building.
20. Lockdown incident in the Nursery will be communicated immediately to the school office via the telephone system

### **'Nursery is in Lockdown'**

21. Lockdown incident in the main building will be communicated immediately to the Nursery unit via the telephone system.