

Castle Hill Primary School

LOCK DOWN PROCEDURES 2020

Our Lock down procedure is as follows:

- In the event of an emergency a handbell of (e.g three short, three long, three short intermittent bells (SOS)) will be rung continuously.
- This means the school will carry out the lockdown procedure.
- Staff will ensure that all pupils are inside the school buildings.
- If children are outside , staff will bring them back into their classrooms.
- All outside doors will be locked and all windows closed that may be open.
- The registers will be taken and any child/adult not present will be notified to the head/teacher in charge and office staff who will arrange for a search for the missing child/adult.
- Staff will ensure all outside doors are locked and all key pad doors have the key pads engaged.
- In the event of the need to call emergency services the head/teacher in charge and office staff will dial 999 and request the emergency service required.
- The all clear signal will be given by the head/teacher in charge and /or office staff in person to each class.
- A parent mail message will be sent to advise of the emergency and a note will be posted on the ticker of the website.
- If we are still under a warning at 3.00pm the children will only be released from the school front door to their parents or a nominated representative. Any children that are not collected will be taken to the hall and be supervised until parents come to collect them and take them home. It is unlikely that parents will be required before the usual end of day.
- We will not practice this procedure but staff will be reminded about the policy each term.

Headteacher