

## Threat within Academy grounds/ buildings

Threat presents itself within Academy grounds



Staff member raises alarm by any means and shouts 'Run, hide, tell'



Staff and pupils move to place of safety, away from windows. Close all doors and windows, barricade/ lock doors where possible.



Most senior member of Office staff to:

- Call Police 999
- TEXT PARENTS AND ELT " URGENT SCHOOL IS IN LOCKDOWN - DO NOT ATTEMPT TO COME TO SCHOOL - WE WILL KEEP YOU UPDATED"
- Call LA 01782 234234 Call Engie 01782 233030



Staff and children to remain hidden out of view - staff members to remain with children. Senior members of staff checks corridors and moves any remaining children to area of safety



School remains in lockdown until advised that lockdown has been lifted by most senior member of staff. End of lockdown signalled by 7 rings of bell



Most senior member of Office staff to: TEXT PARENTS AND ELT  
" URGENT LOCKDOWN IS NOW OVER - AWAIT FURTHER INFORMATION"



AGREE INFORMATION TO BE SHARED AND NEXT STEPS RE SCHOOL DAY/ COLLECTION ETC