

Stay in the nearest secure room

Lock doors and windows

Close blinds/curtains where appropriate

Block visibility while maintaining ventilation

7. Ending the Lockdown

Only the Headteacher or emergency services can give the all-clear

This will be communicated in person.

Once staff have been given the agreed password (that staff are aware of) they should:

- Gradually return to normal routines
- Monitor pupils for distress or medical issues

8. Communication with Parents

Parents will be informed after the situation is stabilised

Communication methods may include:

- Text/email alerts
- ClassDojo messages

Parents must not come to school during lockdown unless instructed.

9. Post-Incident Support

Emotional support to be offered to pupils appropriate to their developmental level

A debrief should be completed with staff as soon as it is safe to do so

Procedures and their effectiveness should be reviewed

Communication with families