



LOCK DOWN PROCEDURES

Lock down procedure will be enforced when children are at risk outside and urgently required to enter the school building.

All adults to be supplied with a whistle to wear with name badge and fob

Whistle - short sharp blows

All adults to replicate the whistle blowing

Children have been instructed to walk into school quickly and quietly and **not** to line up

Children to sit at desks quietly and await instruction

Children and adult responsible for the class to return to classroom

Doors and windows locked where applicable

Blinds closed

Await instruction from lead adult

Support staff to return to the closest safe room

At lunchtime, MDS to assist children back to classroom and follow procedures above

