



# Knights Templar Community Church School and Nursery

*Work at it with all your heart*

Head Teacher: Mrs Laura Weaver, BA Hons QTS

# Staying Safe Inside Together (Lockdown Policy)

<i>Date Approved by the Governing Board</i>	<i>Review Period</i>	<i>Date to be reviewed</i>
<i>June 2025</i>	<i>Bi-Annual</i>	<i>June 2027</i>

# *Knights Templar Community Church School:*

## *Full lockdown procedure*

### *Purpose*

*At Knights Templar Community Church School the safety and wellbeing of our children and staff is always our top priority.*

*Our Lockdown Policy sets out how we would respond if there were ever a situation where it was safer for everyone to remain inside the school buildings for a short period of time.*

*Although schools are not required by law to have lockdown procedures, national guidance recommends that schools plan for a range of possible situations. For this reason, we have developed clear, simple procedures that can be put in place quickly and calmly should the need ever arise.*

*We will also practise these procedures from time to time—just as we do with our fire drills—so that staff and pupils understand what to do and can respond confidently and sensibly.*

*While it is very unlikely that we will ever need to use a full lockdown, having this plan in place helps us make sure that everyone at Knights Templar knows how to stay safe and cared for in any circumstance.*

## Full lockdown procedure

<i>Incident control officers and response team</i>		
<i>Role</i>	<i>Nominated person</i>	<i>Emergency contact number</i>
<i>Incident control officer</i>	<i>Laura Weaver</i>	<i>07846 812830</i>
<i>Deputy incident control officer</i>	<i>Gemma Cody</i>	<i>07971 929949</i>
<i>Communications officer</i>	<i>Sam Coleman</i>	<i>07971 479271</i>

<i>Signals</i>	
<i>Full lockdown signal</i>	<p>All fire alarm sounders operate in a 'pulsed' condition until system has been reset. Tone of sounders is similar to class change but based on a prolonged period rather than momentary for the class change until reset.</p> <p>Alarm will be raised from the main office.</p>
<i>All-clear signal</i>	A verbal announcement: "All clear, all clear, all clear."

<i>Other arrangements</i>	
<i>Safe areas</i>	<p><i>Classrooms</i></p> <p><i>IT Suite</i></p> <p><i>Staffroom</i></p> <p><i>Offices</i></p>
<i>Communication arrangements</i>	<p><i>Staff can alert police using mobile phones if threat noted.</i></p> <p><i>Communications will be using mobile phone, radios and/or landline phone system.</i></p>

### Lockdown Procedure

- If there is an emergency or something outside that might be dangerous, the headteacher or a senior staff member will make the decision to start the lockdown procedure.
- All fire alarm sounders will operate in a 'pulsed' condition until system has been reset. Tone of sounders is similar to class change but based on a prolonged period rather than momentary for the class change until reset.

### **What Happens Next:**

- **Outside activities stop:** All children, staff, and visitors need to come inside immediately by the nearest entrance.
- **Inside activities stop:** Children will immediately return to classroom bases leaving all belongings.
- **Swimming:** All children will get out of the water and enter changing rooms supervised by swimming teacher, poolside staff and runner. Children will remain in the changing rooms. Staff will secure pool door.
- **Secure the doors:** Staff will shut classroom doors, close windows, and cover any windows or doors where possible.
- **Go to a safe space:** Everyone will go to a safe area in the classroom where it is quiet and as out of sight as possible, e.g. under a table.
- **Lights off:** Lights will be turned off in all safe areas to stay hidden.
- **Check everyone:** The teacher will check that all pupils are present and let the Head Teacher know if anyone is missing, communicating this using internal phones/ mobiles/walkie talkies as available.

### **Visitors and Contractors**

- Must follow staff instructions.
- Go to the nearest classroom or safe space to shelter.

### **While the Lockdown is Happening:**

- **Stay quiet and calm:** No talking unless it's really important. Phones should be on silent so no one can hear them.
- **Stay in your safe space:** Everyone should stay in the safe area until the all-clear is given. Do not leave the safe space unless told to do so by the headteacher or emergency services.
- **Stay hidden:** Pupils, staff, and visitors should stay out of sight—under desks or away from doors and windows.
- **No visitors can leave:** During the lockdown, no pupils will be released to parents until the all clear has been given and no staff or visitors may leave the building.

### **When the Lockdown is Over:**

- The lockdown will end when the headteacher gives the “all-clear” signal.
- Once it is safe, the headteacher will let everyone know that it is okay to go back to normal.

### **After a Lockdown:**

- Parents will get a letter explaining what happened.
- The staff will review the lockdown to make sure it worked well and make changes if needed.

### **Drills and Preparation**

- Lockdown drills should be practiced **once per term**.
- Staff should explain procedures to children in a calm, age-appropriate way, such as: *“We are practicing staying safe inside together, just like we do for a fire drill.”*

### **Summary of Immediate Actions by Staff**

1. Stay Calm and Act Quickly
2. Secure All Doors in Safe Place
3. Close Windows and Blinds
4. Turn Off Lights
5. Hide and Keep Quiet
6. Take the Register
7. No Mobile Phone Use (Unless Essential)
8. Do NOT Open Doors
9. Await All Clear message

