



Lockdown Drill

Tuesday 22nd April 2025

Dear Parents/Carers,

At Sutterton and Swineshead, we take safeguarding and the safety of your child very seriously. It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have created a safety procedure called "lockdown".

We need to practice the procedure, at least annually with children, so that they would know what to do should we ever need to use Lockdown. This is done sensitively with children so as not to cause any distress, in the same way that school would practice the fire evacuation procedure. I'm writing to let you know that we'll be practising a partial lockdown procedure the week commencing 28th April 2025.

What is a Lockdown and when would it happen?

A lockdown procedure is a standard health and safety procedure, similar to use practising a fire drill.

Sutterton's and Swineshead's lockdown procedure would be used when there is a threat to the safety of our pupils, staff and visitors when on the school site, and when it's safer for everyone to remain inside the school rather than to evacuate. The aim is to keep everyone safe by confining them to a secure place of safety.

Situations where our lockdown procedure may be used include:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received of a local air pollution risk (e.g. smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

There are two types of lockdown procedures; 'Partial Lockdown' and 'Full Lockdown'. Partial lockdown is an emergency readiness procedure that involves limiting movement within the school, while still permitting normal processes and procedures to take place inside the classroom. As a school we are asked to schedule a practice for a soft lockdown. A 'full Lockdown calls for more stringent measures where there is imminent danger.

LINCOLN ANGLICAN ACADEMY TRUST

Ruskington Chestnut Street C of E Academy | Chestnut Street | Ruskington | NG34 9DL
Telephone 01526 888482 | Email enquiries@laat.co.uk | Web www.thelaat.co.uk

The Lincoln Anglican Academy Trust Ltd is a registered company in England and Wales No 8737412

Emergency Lockdown

The procedure has two stages as follows:

1. **Partial Lockdown (secure the building)** – In a partial lockdown staff and children should remain in the school building and all doors leading outside should be locked.. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children in the school. It may also be because of a warning being received regarding the risk of air pollution etc.
2. **Full Lockdown** – This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.
 - The Executive Headteacher or Head of School will determine the level of threat (SLT Member on duty in the absence of the Executive Headteacher or Head of School);
 - The above will decide if full or partial lockdown is necessary.

Partial Emergency Lockdown

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the school. It may also be a result of a warning being received regarding the risk of air pollution etc.

Signal for partial lockdown	SLT to communicate – <u>'PARTIAL LOCKDOWN, ACT NOW'</u> (anyone to use) x5 2 second bursts of the school siren alarm
Signal for escalation to full lockdown	SLT to communicate – <u>'FULL LOCKDOWN, ACT NOW'</u> (anyone to use) X10 2 second bursts of the school siren alarm (anyone to use)
Signal for evacuation to playground	Code work <u>'SUNRISE'</u>
Signal for all-clear	Code word <u>'RAINBOW'</u> by SLT in person

Immediate Action:

1. All outside activities to cease immediately
2. Children and staff return to building & a register to be taken
3. All staff and children remain in building and all external doors and windows are closed/locked
4. Free movement maybe permitted within the building dependent upon circumstances
5. Staff should await further instructions and remain in 'Partial Lockdown' mode until signal for all-clear is given by a member of SLT

LINCOLN ANGLICAN ACADEMY TRUST
Ruskington Chestnut Street C of E Academy | Chestnut Street | Ruskington | NG34 9DL

Telephone 01526 888482 | Email enquiries@laat.co.uk | Web www.thelaat.co.uk

Once all staff and children are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff



and children. Partial/emergency lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate.

Full Lockdown

This signifies an immediate threat to the school and maybe an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Signal for lockdown	SLT to communicate – 'FULL LOCKDOWN, ACT NOW' (anyone to use) X10 2 second bursts of the school siren alarm
Signal for evacuation to Playground	Code work 'SUNRISE'
Signal for all-clear	Code word 'RAINBOW' by SLT in person

Immediate Action:

1. All outside activities to cease immediately
2. All children and staff outside to be brought into the nearest safe classroom
3. All children and staff already inside to remain in their current classroom or office.
4. External doors closed/locked
5. Classroom doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible
6. Children sit quietly out of sight lines of doors/windows (e.g. under desk or around a corner)
7. Lights, smartboards and computer monitors turned off.
8. Mobile phones turned onto silent.
9. Staff should notify the school office by mobile phone to identify any children or adults not accounted for
10. Staff should await further instructions, and remain in 'Full Lockdown' mode until signal for all-clear is given by a member of SLT

** Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged/Children in Forest School*

NO ONE SHOULD MOVE ABOUT THE SCHOOL & NO STAFF MEMBER SHOULD USE THEIR MOBILE PHONES/DEVICES TO COMMUNICATE OUTSIDE OF THE SCHOOL UNTIL THE SIGNAL FOR ALL CLEAR IS GIVEN, UNLESS ASKED TO DO SO BY A MEMBER OF SLT

11. Staff to support children in keeping calm and quiet.
12. If it is necessary to evacuate the building, the code word **'sunrise'** will be communicated and everyone should leave the building via the nearest exit and assemble on the playground
13. As soon as possible after the emergency lockdown teachers return to their classrooms and conduct a register and notify the School Office immediately of any children not accounted for.

Please be assured that prior to our Lockdown drill, staff will take time to talk to children about our agreed Lockdown Procedures and explain why they are important. We will go through, in detail, what the partial lockdown will look like so that they are prepared and how they will be supported during it. Staff will reassure children after the partial lockdown drill, that they are safe and will emphasise that practising procedures like this will make sure the school remains a safe place to learn. An assembly for the children will take place on Wednesday 30th April using a child-friendly book called 'Lockdown Drill at Superhero School' by Tamara Rittershaul.

Supporting pupils with SEND

A member of the school's team will work closely with our children with SEND or children/adults with a PEEP to ensure that they are fully briefed and prepared for the drill. They, and the adults in their classroom, will give reminders and reassurance throughout, that this will simply be a practice, so that in the unlikely event of a situation where we need to use the procedures, our children and staff can be fully prepared.

Instructions for parents/carers in the event of a Lockdown

In the event of an actual Lockdown, our admin team will send a notification to parents, as soon as possible, to inform you that a live lockdown is taking place. We do request, that upon receiving a text of a lockdown, parents/carers should not attempt to call or come to the school, as this may hinder our effort to contact and work with the emergency services, which I am sure you can appreciate. Additionally, we would also request that the incident is not discussed on social media, as this may spread false information and create panic.

Finally, dependent on the circumstances of the lockdown and after taking advice from outside agencies, if the situation was to continue beyond school hours, then parents will be kept informed about any changes to collection arrangements.

About our upcoming Partial Lockdown drill

Prior to practising this procedure with our children, staff will take time to talk to them about our lockdown procedures and explain why they're important. They will explain that we will be taking part in a practice drill, as we do for a fire drill. They will also reassure children, that as a school, we want to be as fully prepared as possible, if in the highly unlikely event, we would need to use the procedures for an actual lockdown.

After the drill, again children will be reassured that they are safe, and we will emphasise that in practising procedures like this, we aim to make sure that the school remains a safe place to learn.

If you or your child have any concerns or questions, please do not hesitate to contact us.

Yours sincerely,

Mrs Claire Collett
Executive Headteacher

LINCOLN ANGLICAN ACADEMY TRUST

Ruskington Chestnut Street C of E Academy | Chestnut Street | Ruskington | NG34 9DL
Telephone 01526 888482 | Email enquiries@laat.co.uk | Web www.thelaat.co.uk

The Lincoln Anglican Academy Trust Ltd is a registered company in England and Wales No 8737412