



Elmley Dray
School

Lockdown Procedure

Elmley Dray School aims:

To develop as a vibrant, dynamic community committed to the principles of “Every Child Matters” so that all of our learners are safe and healthy. enjoy and achieve. make a positive contribution and experience success so that they are equipped to make their way in the world of work.

Elmley Dray School Lockdown Procedure is to be in response to any external or internal incident which has the potential to pose a threat to the safety of staff and learners in Elmley Dray School.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and learners)
- an intruder on the school site (with the potential to pose a risk to staff and learners - children and vulnerable adults)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose.

It is of vital importance that the lockdown procedures are familiar to all members of Elmley Dray School. To achieve this, a lockdown drill is undertaken at least once a year.

Parents are informed the school has a lockdown plan on admission, and a copy is placed on the school website.

Communication procedures between parents, carers and Elmley Dray School.

In the event of an actual lockdown, the incident or development will be communicated to parents/carers as soon as is practicable. Parents will be given enough information about what will happen so that they:

- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety
- do not need to contact the school because in doing so, this could tie up telephone lines that are needed for contacting emergency providers
- do not come to the school as this could interfere with the emergency services' access and may put themselves and others in danger
- wait for the school to contact them about when it is safe for them to come for their son/daughter and where to collect them from.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the emergency services, depending on the severity of the incident that has triggered a lockdown. Emergency services will support the decision of the Headteacher with regard to communications to parents.

Communication between staff will be through a shared messaging system within WhatsApp which is entitled 'TEDS LOCKDOWN'. This is an encrypted closed group for staff only. In this way the instructions for learners will be made by the staff member and will be done ensuring the wellbeing of the learners. Each member of staff will be required to sign into the account to show that they have received the communication. If they have not, a mobile to mobile phone call will be made.

The Headteacher will monitor the WhatsApp Messaging Lockdown Procedure and will update staff of next steps.

Lockdown procedures

As the school is a very small site, the WhatsApp Messaging system is the first method of communication for staff. Further communications can be established through emails and internal communication systems which are in place.

Roles and responsibilities

The Headteacher together with the Deputy Headteacher/Director of Elmley Dray School will coordinate all actions and decisions required until the emergency services arrive. In

the event of the Headteacher being injured during the emergency, the team's positions would cascade up the responsibility ladder i.e. to the Deputy Headteacher and then the Senior Teacher.

The Headteacher or Deputy Headteacher will contact all parents and carers to ensure that they are informed of the current situation, setting out that we are asking parents/carers not to come to site or indeed to telephone as we need to keep the area and lines open for any services which the school may need.

The school site is always locked for security, and this will be monitored by a member of the SLT as teachers and all educational staff will stay with the children and young people to ensure their well being.

The first stage of the lockdown process is to 'Stay in Place' and the instruction/message will read **STAY**. This ensures that everyone is being kept safe in one place. At this stage, lessons should continue however break will be regarded as being taken within the classroom. If the concern is raised then the instruction is 'Shelter in Place' and the instruction/message will read **SHELTER**. This means that blinds are all closed, and that teachers need to prevent access to the classroom. To remove the instruction the message will read **FINISH** but it may be that the process is first to lessen **SHELTER** to **STAY** and bring the procedure to **FINISH** in this step by step process.

If learners are learning outside the classroom (LOtC) within the school grounds, they will immediately make their way to the Minster Cabin. learners off school grounds will be contacted by the school administration and told to stay away from the school site until they receive the command **FINISH**. It is suggested that teachers who are responsible for the LOtC activity make their way to the Leisure Centre in Sheerness with learners and await instructions. Parents and carers will be informed of this or similar arrangement on contact.

All doors within the school will be barricaded shut should the command be at **SHELTER** and the Headteacher will remain in contact with Police during this period of time, receiving instructions and providing information on the requirements for the Lockdown.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	October 2024	Initial policy approved	Annually
1.1	Hayley Furnell	August 2025	Annual review	Annually

A handwritten signature in black ink, appearing to read 'H. Furnell', with a stylized, cursive script.

Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: August 2025

Next review: August 2026